



DEPARTMENT OF THE NAVY

U.S. NAVAL FACILITY  
FLEET POST OFFICE  
NEW YORK 09560

NAVFACBDAINST 5400.1M  
30 April 1985

U.S. NAVAL FACILITY, BERMUDA INSTRUCTION 5400.1M

Subj: U.S. NAVAL FACILITY, BERMUDA STANDARD ORGANIZATIONAL  
AND REGULATION MANUAL (SORM)

1. Purpose. To promulgate Commanding Officer, U.S. Naval Facility Bermuda Organizational Structure and Regulations, 1985. Failure to comply with the procedural provisions of this instruction may be grounds for disciplinary action.

2. Cancellation. NAVFACBDAINST 5400.1L is superseded and cancelled. Remove the covers from the old edition and use with this directive.

3. Scope

a. This manual is the basic organizational, regulatory directive of the command. The functional guides included in the chapter on administrative organization constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinate officers of the command. However, the functional guides shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individual officers. Officers at all levels are ultimately responsible for the performance of their individual organizational segments even if they have charged subordinates with the immediate responsibility for the management of certain functions.

b. Nothing in this manual shall be construed as contravening or superseding U.S. Navy Regulations or other directives of the Navy Department.

4. Action. A thorough understanding of this manual by all personnel is mandatory for proper command orientation and effective performance of duties. All Naval Facility personnel are to adhere to the regulations prescribed in this instruction.

  
J. R. WRIGHT

Distribution:  
NAVFACBDAINST 5605.1F  
List I

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RECORD OF CHANGES AND CORRECTIONS

The U.S. Naval Facility, Bermuda Organization and Regulation Manual will be maintained current by the issuance of interim changes, notices, and by periodic change pages as follows:

a. Brief changes, such as single-word substitutions, will be entered by pen and ink.

b. More lengthy changes and additions will be accomplished by the insertion of a new page labeled with the appropriate change number and date. These pages will be inserted upon receipt in the proper places as directed by the transmittal notice. The pages thereby superseded shall then be removed and destroyed. Upon insertion of changes into the manual, a record of such changes shall be made in the spaces provided below and dated with the effective date of changes.

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Change Number	Date of Change	Date Entered	Signature of Person Entering
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## INTRODUCTION

General. United States Naval Facility, Bermuda, established 1 June 1955, is a shore activity assigned to the operating forces of the U.S. Navy under the Commander in Chief, U.S. Atlantic Fleet. It is under the Management Control of Commander, Naval Electronics System Command, the Military Command of Commander Oceanographic System Atlantic, and Coordinating Control of the Commanding Officer, U.S. Naval Air Station, Bermuda.

Mission. The mission of U.S. Naval Facility, Bermuda is to conduct continuing oceanographic research in order to provide the U.S. Navy with more extensive information on oceanographic conditions.

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CHAPTER 1 - COMMAND STAFF

100. COMMANDING OFFICER

- a. Welfare Basic Function. The Commanding Officer is responsible for the safety, efficiency, and performance of Naval Facility, Bermuda.
- b. Duties, Responsibilities, and Authority. As set forth in U.S. Navy Regulations, the Commanding Officer's responsibility for the Naval Facility is absolute. The authority of the Commanding Officer is commensurate with the responsibility of the title.
- c. Organizational Relationship. The relationships of key subordinates to the Commanding Officer are contained in U.S. Navy Regulations. Department Heads report via the Executive Officer to the Commanding Officer for the performance of their assigned duties except as otherwise indicated in this instruction. The Commanding Officer reports to Commander Oceanographic System Atlantic in Norfolk, VA as the next senior in the chain of command and to Coordinating Authority Bermuda when applicable.

101. COMMANDING OFFICER ACTING

- a. Basic Function. Upon the incapacity, death, departure on leave, detachment without relief, or absence due to orders from competent authority of the Commanding Officer, the next senior line officer shall assume command of the Facility and have the same authority and responsibility as the officer whom succeeded.
- b. Duties, Responsibilities and Authority. The officer who succeeds to command during the temporary absence of the Commanding Officer shall make no changes in the existing organization, and shall endeavor to have the routine and other affairs of the command carried on in the usual manner. When the officer temporarily succeeding to command signs official correspondence, the word "Acting" shall appear below the signature.
- c. Organizational Relationships. Identical to the Commanding Officer.

102. EXECUTIVE OFFICER

a. Basic Function. The Executive Officer is the direct representative of the Commanding Officer. All orders issued by the Executive Officer shall have the same force and effect as though issued by the Commanding Officer, and shall be obeyed accordingly by all persons within the command. The Executive Officer shall:

(1) Conform to and effectuate the policies and orders of the Commanding Officer.

(2) Keep the Commanding Officer informed of all significant matters pertaining to the command.

(3) Be primarily responsible, under the Commanding Officer, for the organization, performance of duty, and good order and discipline of the entire command.

(4) Recognize the right and duty of Department Heads to confer directly with the Commanding Officer on matters specifically relating to their department.

b. Duties, Responsibilities and Authority. The Executive Officer, subject to the orders of the Commanding Officer and assisted by the appropriate subordinates, shall:

(1) Prepare and maintain the bills and orders for the organization and administration of the command.

(2) Assign personnel to departments and the executive staff.

(3) As Command Training Coordinator, supervise and coordinate the work, exercise, training, and education of all personnel.

(4) Supervise and coordinate the operational plans and schedules of the command.

(5) Promulgate the Plan of the Day and such advance schedules as may serve to aid subordinates in planning their work.

(6) Make frequent inspections, in company when practicable with the subordinates concerned, and take such remedial action as required to correct defects.

(7) Ensure that all prescribed or necessary security measures and safety precautions are understood and strictly observed.

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(8) Maintain high morale within the command. The discipline, welfare, and privileges of the individuals of the command shall be a chief concern of the Executive Officer and to the extent of the authority of the position, ensure that these and related matters are administered in a just and uniform manner.

(9) In accordance with current Equal Opportunity directives, monitor discrimination practices if existing within the command. Specifically, to monitor military watches and duties to ensure that equal opportunity and equity is achieved.

(10) Evaluate the performance of officers and enlisted personnel through recommendations to the Commanding Officer regarding fitness reports and evaluations, and through review of periodic marks. Prepare the initial draft of fitness reports of department heads and executive assistants.

(11) Regulate liberty and leave of personnel.

(12) Direct the investigation for the of alleged violations of the Uniform Code of Military Justice, Navy Regulations, Naval Facility Regulations, and other military and civil laws, for the Commanding Officer and recommend appropriate disciplinary action when necessary.

(13) Direct energy conservation and economy plans to promote cost consciousness within the command.

(14) Ensure that the Commanding Officer is advised of all casualties, deficiencies, and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the command.

(15) Act on personal requests which may be addressed to the Commanding Officer that do not involve the formulation of policy, or that will not require the action of higher authority.

(16) Supervise the reception of visitors.

(17) Serve as the Chairperson of the Planning Board for Training.

(18) Serve as the Chairperson of the Facility's 3-M program.

(19) Supervise the organization of the Facility's 3-M program.

(20) Perform other duties as may be required or directed.

c. Organizational Relationship. The Executive Officer is directly responsible to the Commanding Officer. All department heads and executive assistants report to the Executive Officer for all matters pertaining to the internal administration of the command. The prescribed duties of the Executive Officer will not be construed as relieving a subordinate from any assigned responsibilities.

103. MASTER/SENIOR CHIEF PETTY OFFICER OF THE COMMAND

a. Basic Function. The MCPOC/SCPOC functions primarily as the senior enlisted advisor to keep the command appraised of existing or potential situations, procedures, and practices which affect the welfare, morale, and well-being of enlisted personnel. The Chief Of Naval Operations has promulgated guidelines for MCPOC/SCPOC/CPOC programs in OPNAVINST 5400.37B which are detailed in COMOCEANSYSLANTINST 5400.5.

b. Duties Responsibilities and Authority. The MCPOC/SCPOC/CPOC shall:

(1) Assist the Commanding Officer in an advisory capacity in all matters pertinent to the welfare, job satisfaction, morale, utilization, and training of enlisted members.

(2) Maintain continual liaison with the OCEANSYSLANT Master Chief.

(3) Advise the Commanding Officer concerning to the formulation of or change to policies which pertain to enlisted members.

(4) Maintain and promote the effectiveness of the chain of command.

(5) Routinely attend Department Head meetings in order to promote more effective communications between the officer and enlisted communities.

(6) Accompany the Commanding Officer at all personnel inspections, command quarters, and ceremonies involving enlisted members.

(7) Participate in the reception and hosting of official enlisted visitors to the command.

(8) Work in close association with the Command Career Counselor to support the command's retention team effort by working with senior petty officers to enhance the command retention and counseling effort, and to motivate the Navy's "Number One" sales force: The Senior Petty Officer.

(9) Function in close coordination with the Command Equal Opportunity Representative.

(10) Attend all NJP proceedings as an impartial observer.

(11) Conduct periodic meetings with all CPO'S in order to strengthen communications between the CPO community and the command. The primary objective is to mold the CPO community into a cohesive unit working toward a common goal.

(12) Supervise and monitor the command Sponsor and Indoc-trination program.

(13) Be a member of, or function in close conjunction with, the following:

- (a) Welfare and Recreation Committee
- (b) Welfare and Recreation Advisory Board
- (c) Petty Officer Quality Control Review Board.
- (d) Command Retention Team
- (e) Commissary and Navy Exchange Advisory
- (f) CPO, PO, and EM Club Advisory Boards
- (g) Human Relations Council

c. Organizational Relationship. The MCPOC, SCPOC, or CPOC (as applicable) reports directly to the Commanding Officer, while keeping the Executive Officer informed on all pertinent matters.

#### 104. COMMAND CAREER COUNSELOR

a. Basic Function. The Command Career Counselor shall work directly for the Executive Officer and shall serve as the command's principle advisor on policies and regulations related to Navy career planning matters, be a primary technical assistant supporting other members of the command's retention team, and maintain awareness of revisions and innovations in retention programs through access to Navy directives, reference material, experience and training.

b. Duties, Responsibilities and Authority

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(1) Organize and monitor a vigorous and effective Command Career Counseling program and interview schedule.

(2) Organize, train, and support Departmental/Division Career Counselors.

(3) Report retention team activities to the Commanding Officer.

(4) Inform the Commanding Officer of situations which have positive or negative impact on retention team efforts and make recommendations as appropriate.

(5) Maintain command retention statistics.

(6) Keep retention team members informed of changes in policy which may affect individual attitudes toward the Navy or Command.

(7) Maintain those publications/materials necessary to sustain an effective program.

(8) Coordinate and arrange group interviews.

(9) Maintain a tickler file to ensure that all enlisted members receive required interviews and ensure proper documentation.

(10) Ensure that all personnel are informed on matters relating to career retention.

(11) Hold Career Information and Benefits courses as necessary.

#### 105. COMMAND TRAINING OFFICER

a. Basic Function. The Command Training Officer shall assist the Executive Officer in all matters concerning training.

b. Duties, Responsibilities and Authority. In addition to those duties outlined in COMOCEANSYSLANTINST S1500.2H, the Command Training Officer shall:

(1) Promulgate standard military/leadership lesson plans.

(2) Assign responsibility for updating and revising military lesson plans.

(3) Arrange for semi-annual first aid training by qualified personnel.

(4) Serve as a member and the recorder of the Planning Board for Training.

(5) Draft and maintain the Command Long Range Training Schedule.

(6) Coordinate with department heads to ensure no conflict in training periods scheduled for the proper execution of the overall Naval Facility training program.

c. Organizational Relationship. The Command Training Officer reports to the Executive Officer, and collaborates with the following personnel in developing the overall training program and the formulation and implementation of special training programs.

(1) Department Training Officers

(2) Department Training Petty Officers

(3) Division Training Officers

(4) Division Training Petty Officers

(5) Educational Services Officers

(6) Command Safety Officer

#### 106. 3-M COORDINATOR/MANAGER

a. Basic Function. The 3M Coordinator is responsible for the proper functioning of the command 3-M program in accordance with OPNAVINST 4790.4, COSP/COSL Instruction 4790.1A and NAVFACBDAINST 4790.1B.

b. Duties, Responsibilities, and Authority. The 3-M Coordinator shall coordinate the command 3-M program in accordance with NAVFACBDAINST 4790.1B.

c. Organizational Relationship. The 3-M coordinator shall report directly to the Executive Officer in the function as Command 3-M Manager and will coordinate the proper functioning of, and report on, training in the 3-M system at all levels of the command in accordance with the guidelines given in NAVFACBDAINST 4790.1B.

107. AMERICAN TELEPHONE AND TELEGRAPH AT&T

a. Basic Function. The basic function of the AT&T Resident Engineer is to provide engineering services associated with the installation, operation, data interpretation, and maintenance of equipment manufactured and/or installed under AT&T contract with the Navy.

b. Duties, Responsibilities and Authority. The AT&T Resident Engineer shall:

(1) Regularly investigate and evaluate the quality of equipment performance, advise cognizant maintenance and operation personnel of discrepancies found and recommend corrective action.

(2) Assist operational personnel in developing and using techniques to increase known data on station characteristics, and, in general, improve system performance.

(3) Assist naval personnel in analyzing and interpreting recorded data based on the present state of the art.

(4) Instruct assigned personnel, as required, on approved techniques and procedures for scheduled maintenance to ensure the continued effectiveness and reliability of the completed operating system.

(5) Provide direct liaison between the Naval Facility and the contractor on technical and reliability problems concerned with installation, maintenance and operation of equipment manufactured and/or installed by AT&T.

(6) Expedite the exchange of operational and technical information related to program development and evaluation between the Naval Facility and the Field Engineering Headquarters of AT&T.

(7) Procure the assistance of engineering specialists in equipment installation, maintenance, operations and communications, whenever advisable.

(8) Consult and cooperate with the Operations Officer and division officers, as well as other cognizant personnel including field maintenance technicians at the assigned location, in connection with the investigations and solutions of engineering, operational maintenance problems.



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c. Organizational Relationship. Administratively, the AT&T Resident Engineer reports directly to the Commanding Officer for such duties as may require liaison, consultation, or performance at a command level. The routine duties and responsibilities of the engineer will normally be accomplished through coordination with the Electronics Material Officer.

#### 108. BENDIX TECHNICAL SUPPORT PERSONNEL

a. Basic Function. Under Naval Electronics System Command annual contract, Bendix Technical Maintenance Representative is to provide repair and support capabilities directly to the individual field sites. They function in general, as on-board maintenance consultants on virtually all electronics components (i.e., computers, peripherals, etc.) which comprise various IUSS ADP subsystems (exclusive of AT&T manufactured equipment).

b. Duties, Responsibilities and Authority. The Bendix Technical Maintenance Representative:

(1) Provides on-call field engineering and maintenance support services.

(2) Provides training as requested in the maintenance, alignment and repair of selected IUSS components. Conducts on-the-job training on new and modified equipment.

(3) Acts as liaison between the site and NESEA, as requested, on technical and logistics matters.

(4) Takes or recommends a course of action to correct equipment problems when such problems are beyond the scope of assigned military personnel.

(5) Provides technical advise, as appropriate, to the Site System Change Request (SCR) review board.

(6) Maintains the Backfit Master Equipment Inventory (BEMI).

(7) Assists the site with any IUSS related tasks as requested.

c. Organizational Relationship. The Bendix Technical Maintenance Representative will be directly responsible to the Electronics Material Officer. It is essential that he have access to the Commanding Officer for consultation, or redress of grievance through the chain of command.

109. OMBUDSMAN. The Ombudsman is an officially appointed volunteer who provides information directly to the Commanding Officer to facilitate personal contact with dependents of command members. The Ombudsman also assists the Commanding Officer in policies or programs affecting dependents of command personnel.

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## CHAPTER 2 - DEPARTMENT HEADS AND DIVISION OFFICERS

200. DEPARTMENT HEAD DUTIES, RESPONSIBILITIES, AND AUTHORITY

a. Basic Function. A department head is the representative of the Commanding Officer in all matters that pertain to the department. All persons assigned to the department shall report to the Department Head and all orders issued shall be obeyed accordingly. A department head shall:

(1) Conform to the policies and comply with the orders of the Commanding Officer.

(2) Keep the Commanding Officer informed of the general condition of all equipment of the department, and especially of any circumstance or condition which may adversely affect the safety or operation of the command.

(3) Inform the Commanding Officer of the need for and progress of repairs other than those of a minor nature.

(4) Not disable any equipment when such action may affect adversely the safety or operation of the command, without the permission of the Commanding Officer.

b. Duties, Responsibilities and Authority. A department head shall:

(1) Organize and train the department to ensure peak operational readiness.

(2) Prepare and maintain the bills and orders for the organization and operation of the department.

(3) Assign personnel to duties within the department.

(4) Be responsible for the effectiveness of the department by planning, directing, and supervising the work and personnel within the department.

(5) Ensure that all prescribed or necessary security measures and safety precautions are strictly observed by all persons within the department and by others who may be concerned with matters under departmental control. All applicable safety precautions shall be kept properly posted, in conspicuous and accessible places, and all personnel concerned shall be frequently and thoroughly instructed and drilled in their observance.

(6) Make frequent inspections of the personnel and material of the department including the spaces assigned, and take necessary action to correct defects and deficiencies.

(7) Control the expenditure of funds allotted, and operate the department within the limit of such funds.

(8) Ensure economy in the use of public money and supplies.

(9) Be responsible for the proper operation, care, preservation, and maintenance of the equipment and other material assigned to the department, and/or the submission of such data in connection with its accounting, including periodic inventories of assigned material, as may be prescribed by competent authority.

(10) Be responsible for the maintenance of records and the submission of reports required of the department.

(11) Be the custodian of the keys of all spaces and storeroom of the department, except such as are assigned by regulation to the custody of another officer. The Department Head designate and authorize subordinates within the department, as necessary, to have duplicates of such keys. Ensure that copies of all keys are provided to the Security Officer.

(12) Be responsible for the cleanliness and upkeep of the spaces assigned to the department.

(13) Anticipate the personnel and material needs of the department, submit timely requests to fulfill requirements.

(14) Contribute to the coordination of effort of the entire command by appropriate cooperation with the other department heads.

(15) Supervise the training and professional development of junior officers assigned to the department.

(16) Advise division officers on matters affecting the morale or discipline of personnel within the department, keeping the Commanding Officer informed of any matter which may adversely affect the department or naval service.

(17) Approve exchanges of duty between similarly qualified officers or enlisted personnel of the department, subject to instructions promulgated by the Commanding Officer, Executive Officer, and Senior Watch Officer.

(18) Maintain established standards of performance and conduct; evaluate performance by means of drills, exercises, inspections, and other control devices; initiate fitness reports and evaluation reports, and keep appraised of any declining performance of personnel.

(19) Formulate and carry out a department training program within the framework of the Naval Facility's training program.

(20) Review the eligibility of enlisted personnel in the department for advancement in rating.

(21) Forward special requests to the Executive Officer, with recommended action when applicable. In cases involving special privileges, comment on past conduct and performance of duty as appropriate.

(22) Formulate and submit budgetary requirements for the maintenance and operation of the department, and approve expenditures from the funds allocated by the Commanding Officer.

(23) Prepare the department organizational manual and directives and ensure proper dissemination and observance.

(24) Perform other duties as may be assigned.

c. Organizational Relationship. A department head reports to the Commanding Officer for the operational readiness of the department, general condition of the equipment, including the need for and progress of major repairs and any circumstance or condition which may adversely affect operational readiness; and any other matter relating to the department whenever such action is necessary for the good of the department or the naval service. The Department Head reports to the Executive Officer for all administrative matters and keeps the Executive Officer appropriately informed of direct reports to the Commanding Officer. Department personnel shall report to the Department Head.

## 201. OPERATIONS DEPARTMENT

a. Composition. The Operations Department consists of the Current Operations, SURTOPS, Communications, and Quality Assurance Divisions.

b. Mission. The mission of the Operations Department is to conduct oceanographic research and provide data to higher authority and other commands as prescribed by current directives and procedures.

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## 202. OPERATIONS OFFICER

a. Basic Function. The Operations Officer is responsible for the administrative and operational organization and effectiveness of the Operations Department.

b. Duties, Responsibilities and Authority. The Operations Officer shall conform to the provisions for a department head in this instruction.

c. Organizational Relationship. The Operations Officer reports to the Commanding Officer for operational matters and reports to the Executive Officer for all administrative matters, keeping the Executive Officer appropriately informed of direct reports to the Commanding Officer. Department personnel are responsible to the Operations Officer via their Divisional Chain of Command.

## 203. PUBLIC WORKS DEPARTMENT (PWD)

a. Composition. The Public Works Department consists of all Seabees, members of "I" Division, and persons assigned to the Generator Shop.

b. Mission. To ensure proper maintenance of all buildings, grounds and related equipment.

## 204. PUBLIC WORKS OFFICER

a. Basic Function. The Public Works Officer is responsible for the administrative and operational performance of the Public Works Department.

b. Duties, Responsibilities and Authority. The Public Works Officer shall conform to the provisions for a department head as outlined in this instruction. In addition, the Public Works Officer shall:

(1) Ensure the upkeep and maintenance of all electrical and air conditioning equipment assigned to the command (other than that assigned to the Operations Department).

(2) Supervise the upkeep and maintenance of all vehicles assigned to the Facility.

(3) Inspect buildings and outside areas and effect routine material upkeep and maintenance as necessary to ensure top material condition.

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(4) Ensure all power generating equipment is operating at maximum potential, keeping the Commanding Officer and Operations Officer advised of its status.

c. Organizational Relationship. The Public Works Officer reports to the Commanding Officer for operational matters, and reports to the Executive Officer for all administrative matters, keeping the Executive Officer appropriately informed of direct reports to the Commanding Officer.

## 205. ADMINISTRATIVE DEPARTMENT

a. Composition. The Administrative Department consists of administrative personnel assigned by the Executive Officer.

b. Mission. To carry out effective and responsive administrative and personnel functions as outlined in the Interservice Support Agreement with Personnel Support Detachment Bermuda and as required by the Executive Officer, Commanding Officer, and all standing instructions and regulations of the Naval Facility.

## 206. ADMINISTRATIVE OFFICER

a. Basic Function. Responsible for the administrative mission and performance of the Administrative Department.

b. Duties, Responsibilities and Authority. The Administrative Officer has the full responsibilities and authority of a department head. In addition to the orders of the Commanding Officer and Executive Officer, the Administrative Officer's duties are as follows:

(1) Observe and report effectiveness of administrative policies, procedures and regulations of the command to the Executive Officer.

(2) Review all correspondence prepared for the signature of the Commanding Officer or Executive Officer, ensuring conformity to the Navy Correspondence Manual and any pertinent directives.

(3) Screen all correspondence and directives routed to the Executive Officer and Commanding Officer, and initiate administrative action where required.

(4) Route all unclassified official mail.

(5) Exercise budgetary control of funds for expenses of the Administrative Department and approve requisitions for supplies.

(6) Supervise preparation of the Plan of the Day, review for arrangement and content prior to signature, and ensure proper routing.

(7) Supervise the forwarding of required reports and maintain the master reports tickler file.

(8) Serve in an advisory capacity to other department heads with regard to administrative procedures and requirements.

(9) Review all directives prepared for the signature of the Commanding Officer or Executive Officer for proper format, arrangement of contents, and revision or change procedures. Ensure there is no duplication of or conflict with other releases. Maintain the command's central directives files.

(10) Act as verifying officer in the issuance of Liberty Cards.

(11) Maintain the Commanding Officer's Congressional response file.

(12) Ensure maintenance of the command recall list, obtaining quarterly updates from all department heads.

(13) Ensure maintenance of the publication master list for unclassified publications at the Naval Facility.

(14) Review all request chits prior to submission to the Executive Officer and Commanding Officer.

(15) Review all enlisted performance evaluations to ensure compliance with Navy and local directives prior to submission to the Executive Officer and Commanding Officer and ensure proper maintenance of the evaluation log.

(16) Carry out department head responsibilities as outlined in this instruction.

c. Organizational Relationship. The Administrative Officer reports to the Executive Officer in the performance of these duties. Administrative Department personnel report directly to the Administrative Officer via the Leading Petty Officer.

## 207. SUPPLY DEPARTMENT



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a. Composition. The Supply Department consists of all Storekeeper personnel assigned to the command and any personnel assigned by the Executive Officer.

b. Mission. Provide the command with the materials and services necessary for maximum logistic support.

## 208. SUPPLY OFFICER

a. Basic Function. Responsible for the overall organization and effective performance of the Supply Department and to ensure supply functions are performed to support and enhance the command's operational mission while providing services to all departments.

b. Duties, Responsibilities, and Authority. The Supply Officer has the full responsibilities and authority of a department head. In addition to following the orders of the Commanding Officer and the Executive Officer, duties are as follows:

(1) Ensure the economical and efficient operation of the Supply Department.

(2) Ensure proper procurement, receipt, stowage, issues, and accounting for equipment, repair parts, and consumables required to support the command.

(3) Perform certification for payment of lawful bills.

(4) Ensure close liaison with related NAS Bermuda and COMOCEANSYSLANT Supply Departments.

(5) Perform Departmental duties as described by NAVFACBDA Supply Department Instruction 5400.1.

c. Organizational Relationship. The Supply Officer reports directly to the Commanding Officer concerning the operation of the Supply Department and to the Executive Officer for the administration of the department.

## 209. ELECTRONICS DEPARTMENT

a. Composition. The Electronics Department consists of all Ocean Systems Maintenance Technicians (OTM) and Electronics Technicians (ET) assigned to the Naval Facility.

(3) Ensure that the spaces, equipment, and supplies assigned to the division are maintained in a satisfactory state of cleanliness and preservation. Report promptly to the department head any repairs which may be required or other defects which need correction, initiating appropriate remedial action when capable.

(4) Carefully instruct subordinates in all applicable safety precautions and require their strict observance.

(5) Maintain an applicable, accurate Watch, Quarter and Station Bill, and other bills and orders for the division and ensure that pertinent parts are kept available or posted where they will be accessible to Division personnel.

(6) Direct the operation of the division through the leading petty officers, as prescribed in the division organization.

(7) Assign personnel to watches and duties within the division and develop rotation programs for watches and general duties to ensure the training and proficiency of assigned personnel.

(8) Schedule and conduct training for personnel assigned to the division. Phases of division training should include indoctrination of new personnel; preparation for advancement in rating, including correspondence courses and personnel advancement requirements in both military and professional subjects, individual instruction and drills; team training to fulfill operational requirements of the division; instructions in principles of effective leadership and promote individual training through DANES and local college programs. In accomplishing this function, the division officer receives guidance from the Educational Services Officer.

(9) Initiate enlisted performance evaluations for personnel of the division.

(10) Maintain a division officer's notebook containing personal data, training program data, a space and equipment responsibility log, the watch stations required to be manned and such other data as may be useful for the orientation of an relieving officers and for ready reference. Ensure compliance with the Privacy Act of 1974.

(11) Be responsible for all forms, reports, and correspondence originated or maintained by the division.

(12) Establish and maintain a division organization manual and other directives which may be necessary for the administration of the division.

(13) Ensure that prescribed security measures are strictly observed by division personnel.

(14) Make recommendations for personnel transfers and changes in the division allowance to the department head.

(15) Forward requests for leave, liberty, and special privileges, with recommendations.

(16) Conduct periodic inspections, exercises, and musters to evaluate performance and discipline of the division and to initiate disciplinary action, when deemed necessary, in accordance with the Uniform Code of Military Justice and other standing instructions.

(17) Supervise the administration and performance of the work centers within the division in implementing the Naval Facility's 3-M Program.

c. Organizational Relationship. A division officer reports to the department head for all administrative and operational matters.

## 212. OPERATIONS ADMINISTRATION OFFICER

a. Basic Function. The Operations Administration Officer is responsible to the Operations Officer for the daily monitoring and coordination of all departmental administrative matters.

b. Duties, Responsibilities and Authority. The Operations Administration Officer shall:

(1) Serve as the Operations Department Forms Control Representative.

(2) As the Operations Department Directives Control Point Representative manage all facets of the Operations Directives Program, ensuring that the departmental directives which require periodic updates are properly revised and promulgated.

(3) Be aware of changing manpower requirements within the department and submit manpower documents as necessary to rectify manpower shortfalls.

(4) Prepare and administer VIP briefs.

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(5) Ensure that personnel in all divisions are knowledgeable and proficient in emergency procedures.

(6) Other duties as may be directed.

c. Organizational Relationship. The Operations Administration Officer reports to the Operations Officer. The Operations Department Yeoman reports to the Operations Administration Officer in the performance of duties.

213. SURVEILLANCE TRAINING AND OPERATING PROCEDURES  
STANDARDIZATION (SURTOPS) COORDINATOR

a. Basic Function. The SURTOPS Coordinator acts as SURTOPS Division Officer and as such is responsible for the administrative and operational organization of the SURTOPS Division. In The SURTOPS Coordinator shall conform to the provisions for a Division Officer in this instruction.

b. Duties, Responsibilities, and Authority. The SURTOPS Coordinator shall:

(1) Be designated in writing by the Commanding Officer.

(2) Be a LEVEL I qualified officer.

(3) Be responsible for the implementation and effective administration of the SURTOPS program, including the initiation of recommended changes, requests for waivers, conducting periodic evaluations of SURTOPS compliance, and ensuring that adequate training is conducted to support the program.

(4) Train and supervise SURTOPS instructors in the performance of their duties.

c. Organizational Relationship. The SURTOPS Coordinator reports directly to the Operations Officer for the implementation and effective administration of the SURTOPS program.

214. QUALITY ASSURANCE (QA) OFFICER

a. Basic Function. The Quality Assurance Officer is responsible for the administrative and operational organization of the Quality Assurance Division, and is to improve operational performance through quality control checks of watch performance.

b. Duties, Responsibilities, and Authority. The Quality Assurance Officer shall:

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(1) Be the final determining authority on operational data sent from the Naval Facility.

(2) Be responsible for conducting a daily quality control review of watch section performance and preparation of a daily report noting significant discrepancies and/or superior quality work.

(3) Coordinate with the SURTOPS and Current Operations divisions to correct watch section deficiencies and conduct training evolutions.

c. Organizational Relationship. The Quality Assurance Officer reports to the Operations Officer.

#### 215. COMMUNICATIONS OFFICER

a. Basic Function. The Communications Officer is responsible for the administrative and operational organization of the Communications Division, and for the coordination and supervision of all internal and external electrical communications. The Communications Officer shall comply with provisions of OPNAVINST 3120.32.

b. Duties, Responsibilities and Authority. The Communications Officer shall:

(1) Supervise the distribution and internal handling of messages.

(2) Maintain and direct an overall communications security program.

(3) Supervise the preventive maintenance of all electronic equipment assigned to the division.

(4) Review and revise local directives pertaining to Communications.

c. Organizational Relationship. The Communications Officer reports to the Operations Officer.

#### 216. OCEANOGRAPHIC WATCH OFFICER (OWO)

a. Basic Function. The OWO is responsible for the efficient operation, administration and organization of an assigned watch section. The OWO is the Commanding Officer's direct representative in operational matters to any other command or facility. The Operations Watch Officer shall comply with the provisions of Division Officer duties as outlined in this instruction.

b. Duties, Responsibilities and Authority. The Oceanographic Watch Officer shall:

(1) Be responsible to the Current Operations Officer for the operational and military conduct and appearance of subordinates in accordance with Navy Regulations and directives of the Commanding Officer.

(2) Cause a vigorous on-the-job training (OJT) program to occur within the watch team. As OJT is the single most important type of training in support of qualification attainment and operational proficiency, this training will include as a minimum:

(a) Operational drills of the Formal Drill type.

(b) Frequent testing.

(c) Informal qualification boards.

(d) Emergency drills.

(e) Fast reaction drills.

(f) General Military Training (GMT) when the watch team cannot attend regularly scheduled GMT sessions, and as directed by higher authority.

(3) Maintain continual awareness of the tactical operational situation, ensuring effective employment of operations and communications equipments.

(4) Maintain awareness of operational plans, orders, and exercises.

(5) Maintain awareness of current machinery and equipment capabilities and limitations.

(6) Be responsible for the proper receipt, handling, and transmission of communications message traffic.

(7) Be co-responsible with the Security Force for the physical security of the Naval Facility during non-working hours.

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c. Organizational Relationship. The Oceanographic Watch Officer reports to the Operations Officer via the Current Operations Officer for operational and administrative matters. The following personnel report to the Oceanographic Watch Officer in matters pertaining to the Operational Watch:

- (1) Operations Watch Section Personnel.
- (2) Communications Division Watch Personnel.
- (3) Electronics Watch (Electronics Department).
- (4) Generator Watch (Public Works Department).

## 217. INDOCTRINATION ("I") DIVISION

a. Basic Function. "I" Division shall be an assigned group of all newly arriving non-designated personnel responsible for standing watches and performing duties as assigned by the First Lieutenant and as outlined within this article.

b. Composition. "I" Division will be composed of assigned nonrated personnel who have not been assigned to another department.

c. Organizational Relationship. "I" Division personnel shall report to the First Lieutenant (that individual in charge of "I" Division) in the performance of their assigned duties. The First Lieutenant is responsible to the Public Works Officer.

d. Non-designated personnel will normally be assigned to "I" Division for a minimum of six months to allow for timely and orderly processing through the Striker Selection Board. Once designated, the individual may be assigned to the appropriate department/division.

e. Personnel assigned to "I" Division will complete the following:

- (1) Career Information and Benefits Course (CIAB)
- (2) Indoctrination
- (3) Navy Rights and Responsibilities Workshop
- (4) 3-M Abbreviation Workshop (2 hours)

f. The Executive Officer has the authority to exempt or assign personnel to I Division based on mission requirements.

218. CURRENT OPERATIONS (COPS) OFFICER

a. Basic Function. The Current Operations Officer is responsible for the administrative and operational organization of the Current Operations Division in the performance of duties. As a Division Officer, the COPS Officer shall conform to the provisions for a Division Officer in this instruction.

b. Duties, Responsibilities, and Authority. The Current Operations Officer shall:

(1) Prepare and maintain current Operations Watch Section Bill.

(2) Ensure all Preventive Maintenance within the work center is accomplished.

(3) Prepare and maintain division Watch, Quarter, and Station Bill and Division Recall Bill.

(4) Maintain cleanliness of 2nd and 3rd decks.

(5) Prepare and administer VIP Briefs as directed.

(6) Coordinate and chair all Watch Officer Meetings.

c. Organizational Relationship. The Current Operations Officer reports to the Operations Officer.



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### CHAPTER 3 - COLLATERAL DUTIES

#### 300. AUTOMATIC DATA PROCESSING (ADP) SECURITY OFFICER

a. Basic Function. Serve as advisor to and representative of the command in matters of ADP Security.

b. Duties, Responsibilities and Authority.

(1) Develop and maintain command's ADP Security policies and standards consistent with Department of the Navy policies and documentation.

(2) Coordinate with the command Security Manager on matters concerning ADP Security, in accordance with the security organizational structure established by the Commanding Officer.

(3) Implement the Command ADP Security Plan as outlined in NAVFAC Bermuda ltr Ser 420 dtd 18 Oct 1984.

c. Organizational Relationship. The ADP Security Officer (ADPSO) shall be designated in writing and shall report to the Commanding Officer via the Security Manager and Executive Officer.

#### 301. ADP SYSTEMS SECURITY OFFICER.

a. Basic Function. Manage the implementation and execution of the Command ADP Security Program as it applies to an assigned ADP System.

b. Duties, Responsibilities and Authority.

(1) Ensure that the command's ADP security policies and standards are enforced.

(2) Ensure that all suspected ADP security incidents or violations are documented and that remedial actions are taken to avoid recurrence.

c. Organizational Relationship. The ADP Systems Security Officer (ADPSSO) shall be designated in writing and shall report to the ADP Security Officer.

#### 302. ADP OFFICE INFORMATION SYSTEMS SECURITY OFFICER.

a. Basic Function. Manage the operation of Office Information Systems (ois) in accordance with the established security procedures of Chapter 4 of OPNAVINST 5239.1A.

b. Duties, Responsibilities and Authority.

(1) Ensure that all users of OIS are properly indoctrinated concerning their security responsibilities.

c. Organizational Relationship. The Officer Information System Security Officer (OISSO) shall be appointed in writing and shall report to the ADP Security Officer.

### 303. ADP TERMINAL AREA SECURITY OFFICER.

a. Basic Function. Be responsible for terminal security in communications spaces.

b. Duties, Responsibilities and Authority.

(1) Brief and indoctrinate each terminal user/operator regarding terminal security requirements.

(2) Ensure terminals are properly protected from casual or transient observers.

(3) Ensure that access controls, locks and other necessary physical protection devices are provided for each terminal site.

c. Organizational Relationship. The ADP Terminal Area Security Officer (TASO) shall be designated in writing and shall report to the ADP Security Officer.

### 304. ARMED FORCES COURIERS

a. Basic Function. Command couriers for CMS-distributed materials are individuals designated in writing by the Commanding Officer to accept or deliver such materials from or to an Armed Forces Courier.

b. Membership. The number of command couriers is at the discretion of the Commanding Officer. Each command courier shall have a security clearance commensurate with the security level of the material being handled. Specific information on detailed requirements for personnel handling CMS-distributed materials of given security levels may be found in the below listed references. The authorization to perform these duties is implicit in the initial appointments of the CMS Custodian and Alternate CMS Custodian.

c. Organizational Relationship. Couriers shall perform their duties as required, or as directed, by the CMS Custodian. Normally, the duties of command courier will be handled by the CMS Custodian or alternate.

d. References. CMS4; CSP-1; and OPANVINST 5510.1G.

### 305. ATHLETIC OFFICER

a. Basic Function. To promote and administer athletic activities for command personnel.

b. Duties, Responsibilities, Authority. The Athletic Officer shall:

(1) Have overall authority regarding organized sports competitions in which command teams are involved.

(2) Solicit and select coaches for command sports teams.

(3) Be responsible for onboard recreational equipment.

c. Organizational Relationship. Reports to the Executive Officer in the performance of these duties.

### 306. CASUALTY ASSISTANCE CALLS OFFICER

a. Basic Function. The Casualty Assistance Calls Officer (CADO) is a commissioned officer with 2 or more years of active duty or senior enlisted member of paygrade E-7 or above, appointed to assist surviving family members in the case of missing or deceased Navy members or civilian personnel for whom the Navy is responsible.

b. Duties, Responsibilities, and Authority. The Casualty Assistance Calls Officer shall:

(1) Make personal notification of casualty and provide circumstances of the incident as reported and keep the next of kin informed of search efforts on those members reported in a missing status.

(2) Comply with NAVMILPERSCOMINST 1710.1, The Casualty Assistance Calls Program Manual.

c. Organizational Relationship. The Casualty Assistance calls Officer reports to the Commanding Officer via the Executive Officer.

**307. COMMAND MASTER-AT-ARMS (CMAA)**

a. Basic Function. The Command Master-at-Arms is responsible for the maintenance of good order and discipline and for the enforcement of regulations at the Naval Facility and in the spaces on the Naval Air Station (Annex) which are occupied by Naval Facility personnel.

b. Duties, Responsibilities and Authority. The Command Master-at-Arms shall:

(1) Enforce Navy and Naval Facility and applicable host station Regulations.

(2) Supervise extra duty personnel and those performing hard labor without confinement and maintain records of all extra duties and hard labor without confinement assigned and performed.

(3) Ensure restricted personnel are mustered in accordance with this instruction. Maintain a Restricted Personnel Log.

(4) Be present at the scene of emergencies and other special gatherings of personnel.

(5) Ensure frequent inspections of the Naval Facility and BEQ spaces assigned to Naval Facility personnel.

(6) Submit a monthly Command Watch Bill to the Senior Watch Officer prior to the 25th of each month.

(7) Furnish escorts for the Commanding Officer, Executive Officer and visitors as directed.

(8) Assist in the execution of daily routines.

(9) Assist the Security Officer in matters related to security, anti-sabotage and investigations.

(10) Assist in conducting Executive Officer's Investigations and Commanding Officer's Mast and courts-martial.

(11) Escort the inspecting party at all personnel and material inspections.

(12) Inventory, together with a commissioned officer, the personal effects of persons transferred under emergency conditions. Upon completion of the inventory, seal the seabag or other container and deliver it to the Supply Officer for disposition.

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(13) Enforce all safety directives and precautions.

(14) Read those articles specified in Article 137, UCMJ, to enlisted personnel six months after entrance on active duty and at time of reenlistment.

(15) Promulgate the command watchbills.

c. Organizational Relationship. The CMAA reports to the Executive Officer.

### 308. CMS CUSTODIAN AND ALTERNATES

a. Basic Function. The CMS Custodian is responsible for the custody, accounting for, handling, safeguarding, and destruction of all COMSEC materials held by this command. CMS custodian alternates shall also be designated to assist or perform primary functions in this area in the absence of the CMS Custodian.

b. Organizational Relationship. The CMS Custodian reports directly to the Commanding Officer.

c. Reference. CMS 4.

### 309. COMMAND AUDITOR

a. Basic Function. The Command Auditor is a commissioned officer appointed to ensure the correct and accurate administration of the Imprest Fund, Wardroom Mess Fund, Welfare and Recreation Committee Fund, Soup Kitchen Fund, and any other fund as directed by the Executive Officer, in accordance with OPNAVINST 3120.32A.

b. Duties, Responsibilities, and Authority. The command auditor shall:

(1) Make an unannounced verification audit of Imprest Fund transactions/cash and verified vouchers at least once quarterly in accordance with NAVSUP Manual 3-94-1, Art. 3168.

(2) Conduct audits of the Welfare and Recreation Committee Fund and Wardroom Mess Fund prior to change of the custodian or change of command, but at least three times a year.

(3) Conduct an audit of the Soup Kitchen transactions/funds quarterly and/or prior to any change of personnel.

(4) Provide written audit results to the Commanding Officer via the Executive Officer.

(5) Maintain an accurate historical file of all audits.

c. Organizational Relationship. The command auditor reports to the Commanding Officer via the Executive Officer.

### 310. COMMAND HISTORIAN

a. Basic Function. The Command Historian compiles information of historic significance concerning the command.

b. Duties, Responsibilities and Authority

(1) The Command Historian will ask for and screen inputs from the departments annually concerning events of historical significance.

(2) A final report will be prepared in accordance with OPNAVINST 5750.12C and submitted to the Executive Officer not later than 10 February each year for the previous calendar year.

(3) Specific attention to the preparation and handling of classified material shall be afforded.

c. Organizational Relationship. The Command Historian reports to the Executive Officer.

### 311. COMMAND PHOTOGRAPHER

a. Basic Function. The Command Photographer will be charged with the responsibility of taking photographs at all official command functions and activities.

b. Duties, Responsibilities and Authority. The Command Photographer shall:

(1) Maintain sufficient command supplied photographic consumables on hand.

(2) Maintain and properly stow the command's photographic equipment and materials.

(3) Be the liaison with the Naval Air Station Bermusa NAS Audio Visual Facility for the development and reproduction of photographic products.

(4) Maintain a chronological file of photographic products and corresponding negative files.

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c. Organizational Relationship. The Command Photographer will report to the Public Affairs Officer.

312. COMMAND TRAINING TEAM LEADER

a. Basic Function. The Command Training Team Leader shall be designated in writing by the Commanding Officer for responsibility in scheduling and conducting Navy Rights and Responsibilities instruction and other workshops necessary to increase the awareness level of personnel to Navy and Command equal opportunity and human resources programs in accordance with OPNAVINST 5300.2, OPNAVINST 5300.6B and OPNAVINST 5354.1A.

b. Duties, Responsibilities and Authority. Carry out the functions as outlined in OPNAVINST 5354.1A.

c. Organizational Relationship. The Command Training Team Leader will liaise with the Equal Opportunity Officer and will report directly to the Executive Officer.

313. COMMUNICATIONS SECURITY OFFICER (COMSEC OFFICER)

a. Basic Function. The COMSEC Officer shall be responsible for maintaining physical, cryptographic, transmission, and emission security within the Communications Division.

b. Duties, Responsibilities, and Authority. The duties and responsibilities of the COMSEC Officer are outlined in the effective editions of CSP 1. Specific duties shall include:

(1) Ensure that the operation of the crypto center is accurate, secure, and efficient.

(2) Supervise and train crypto personnel; ensuring that they have a thorough working knowledge of all crypto systems used, related publications, and local instructions.

(3) Ensure that all necessary reports are submitted in accordance with Chapter 3 of CSP 1 and appropriate operational and maintenance instructions.

(4) Provide standard operating procedures for receipt, handling, accounting for, and destruction of all classified message traffic.

(5) Provide standard operating procedures and training covering all areas of communications security.

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(6) Ensure that the technical and general secure communications center is inspected by qualified personnel at prescribed intervals.

(7) Ensure that when absent from the crypto center, duties are assumed by a person who is duly qualified and designated.

(8) In consonance with the Command Emergency Action Plan, update the emergency action plan for COMSEC materials and other classified materials providing specific instructions for securing, removing, partial destruction and complete destruction. This shall be accomplished on a quarterly basis in accordance with Article 602 of this instruction.

(9) Prepare local operating rules and regulations as are necessary to ensure the secure and efficient conduct of cryptographic operations.

(10) Ensure that crypto equipment and crypto-ancillary equipment are properly maintained.

c. Organizational Relationship. The COMSEC Officer reports to the Commanding Officer in the performance keeping the Operations Officer and Executive Officer informed.

#### 314. CONFIGURATION CONTROL OFFICER.

a. Basic Function. The Electronics Material Officer shall normally be assigned the duties as Configuration Control Officer (CCO). The CCO shall be cognizant of all configuration changes or modifications and shall authorize such modification or changes.

b. Duties, Responsibilities and Authority. The CCO shall:

(1) Maintain accurate records of all changes or modifications made, ensuring that only those changes authorized or originated by the Configuration Management Agency (CMA) and authorized by COMOCEANSYSLANT are implemented.

(2) Ensure that no on-site testing of hardware or software changes by either station personnel or assigned civilian representatives is attempted without proper authorization from COMOCEANSYSLANT.

(3) Maintain accurate indexing of all current software configurations of all IUSS subsystems at the command.



(4) Ensure that all proposed changes to the hardware configuration are properly documented through the SCR system and that no changes are accomplished prior to authorization from COMOCEANSYSLANT.

(5) Maintain a record of all configuration management documents and their location. Additionally the CCO shall ensure that all destruction of superceded documents is reported to Naval Oceanographic Systems Command (NOSC) as appropriate.

c. Organization. The Configuration Control Officer shall report directly to the Executive Officer.

### 315. CUSTOMS OFFICER

a. Basic Function. The Customs Officer functions as an assistant to the Executive Officer in the administration of all import and export matters of the command.

b. Duties, Responsibilities and Authority. The Customs Officer shall:

(1) Ensure that a customs inspector is assigned to all Naval Facility personnel departing under PCS orders.

(2) Ensure that all imported materials, equipments or commodities are properly accounted for and/or used in the fulfillment of their intended function.

(3) Provide exemption forms and guidance to Naval Facility personnel and their dependents for property transported to the United States, subsequent return of personal property, and purchased American merchandise.

(4) Serve as Primary point of contact for the U.S. Customs Advisor; assist in planning functional activities of the advisor.

(5) Inform the U.S. Customs Advisor of all matters related to military customs program at Naval Facility Bermuda.

c. Organizational Relationship. The Customs Officer reports to the Executive Officer for the performance of his/her duties.

### 316. DISASTER CONTROL COORDINATOR

a. The Disaster Control Coordinator shall coordinate disaster control planning and execute disaster control procedures.

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b. Duties, Responsibilities and Authority. The Disaster Control Coordinator shall:

(1) Ensure that Disaster Preparedness Teams are manned and that personnel are made available on a continuing basis for disaster preparedness training.

(2) Conduct, as a minimum, one hour annual Disaster Preparedness Training, for all hands, based on current publications.

(3) Act as advisor to the Commanding Officer in regard to Disaster Preparedness/Control/Recovery.

c. Organizational Relationship. The Disaster Control Coordinator reports to the Commanding Officer.

### 317. EDUCATIONAL SERVICES OFFICER (ESO)

a. Basic Function. The Educational Services Officer functions as the assistant to the Executive Officer in the Administration of educational programs. The ESO assists the planning board for training in coordination and evaluation of training programs which facilitates the educational and professional advancement of all personnel.

b. Duties, Responsibilities and Authority. The Educational Services Officer shall:

(1) Comply with the provisions of OPNAVINST 3120.32A, CNETINST 15603.3 and BUPERSINST 1430.16B.

(2) Coordinate with PERSUPPDET Bermuda to order and stock military and professional correspondence courses whose completion is mandatory for advancement.

(3) Order Division Officer Planning Guides (NAVPERS 1522H) and Bibliographies for all ratings represented at the command annually.

(4) Attend meetings of Planning Board for Training.

(5) Coordinate with the Navy Campus representative at NAS Bermuda for educational programs available to Naval Facility Bermuda.

(6) Maintain a file of current directives pertinent to Navy Educational Programs and a current file of Training Information Procedures (TIPS).

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(7) Publicize the availability of Navy Educational Programs through the Plan of the Day. In conjunction with the Command Career Counselor, Administrative Officer, and Division Officers assist interested personnel with the preparation of applications for these programs.

c. Organizational Relationship. The Educational Services Officer reports to the Executive Officer.

### 318. EQUAL OPPORTUNITY OFFICER

a. Basic Function. The Equal Opportunity Officer assists the Commanding Officer support of Navy Equal Opportunity Program.

b. Duties, Responsibilities and Authority

(1) Keep the command informed of additions to or changes in the Equal Opportunity Program OPNAVINST 5354.1B.

(2) Investigate complaints concerning equal opportunity and assist command members with correct procedures in accordance with the Discrimination Complaints/Grievances Procedures as outlined in this instruction.

(3) Serve as a member of the Human Relations Council and advise the Council on matters concerning equal opportunity when required.

(4) Assist in the development and implementation of a Command Managed Equal Opportunity (CMED) Program. OPNAVINST 5354.1B.

(5) Assist the Command Assessment Team (CAT) Officer in the maintenance of Demographic Data. See BUPERS Note 5354.

c. Organizational Relationship. The Equal Opportunity Officer reports to the Commanding Officer keeping the Executive Officer informed on all pertinent matters.

### 319. FIRE CHIEF

a. Basic Function. The Fire Chief shall be responsible for the maintenance of all NAVFAC fire-fighting equipment and for providing critiques of all command fire drills.

b. Duties, Responsibilities and Authority. The Fire Chief shall:

(1) Conduct monthly inspections to ensure readiness of fire-fighting equipment and identify potential fire hazards.

(2) Notify the NAS Annex Fire Department if participation is desired during fire drills.

(3) Function as an impartial observer/recorder during all command fire drills. With the Fire Marshal, critique all discrepancies noted.

(4) Serve as member of the Occupational Safety and Health Committee.

(5) Coordinate with the Fire Marshal in scheduling training and drills.

(6) Assume duties as the Fire Marshal in the absence of the Fire Marshal.

c. Organizational Relationships

(1) The Fire Chief reports to the Commanding Officer via the Fire Marshal for matters pertaining to discrepancies in the fire-fighting equipment and fire hazards. The Fire Chief shall also notify the Safety Officer of discrepancies found and the status of repair.

320. FIRE MARSHAL

a. Basic Function. The Fire Marshal shall be responsible for the overall readiness of this command to prevent and/or fight fires within the Naval Facility compound.

b. Duties, Responsibilities and Authority. The Fire Marshal shall:

(1) Be responsible for comprehensive and accurate command fire bill and make all necessary changes, subject to the approval of the Commanding Officer, with inputs from the Command Training Officer and Executive Officer.

(2) Conduct frequent drills and instructional periods for all personnel to ensure successful execution of the fire bill.

(3) Schedule quarterly fire-fighting instruction periods with the NAS Bermuda Annex Fire Department for each fire party and other command personnel not normally assigned to a specific fire party.

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(4) Serve as member of the Occupational Safety and Health Committee.

c. Organizational Relationships

(1) In the administration of the training program, the Fire Marshal reports to the Executive Officer via the Command Training Officer, keeping the Fire Chief informed.

(2) The Fire Marshal will coordinate with the Executive Officer and the Fire Chief schedule drills and other training evolutions.

(3) In matters pertaining to fire fighting and prevention, the Fire Marshal shall function in the capacity and authority of a department head, within the executive branch. All personnel in the fire fighting organization shall report to the Fire Marshal.

321. HOUSING MANAGER

a. Basic Function. The Housing Manager functions as an assistant to the Executive Officer in the efficient administration of the housing needs of the command by providing necessary assistance to command personnel in housing matters.

b. Duties, Responsibilities and Authority. The Housing Manager shall:

(1) Maintain an up-to-date Married Quarters Housing List.

(2) Provide base housing applications.

(3) Discharge other responsibilities as outlined in NASBDAINST 11101.2B.

(4) Maintain liaison with the BEQ 1439 Manager in order to keep the Executive Officer and Command Master Chief informed on a monthly basis of total Naval Facility personnel residing in the BEQ.

c. Organizational Relationship. The Housing Manager reports to the Executive Officer.

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**322. INTERNAL REVIEW COORDINATOR**

a. Basic Function. The Internal Review Coordinator shall be designated in writing and report directly to the Commanding Officer for the Management of the Internal Review Program. The Internal Review Program will provide the Commanding Officer with an on-going program to ensure adherence to sound management practices and procedures.

b. Duties, Responsibilities, and Authority. The Internal Review Coordinator, in accordance with CINCLANFLTINST 7510.1B, SECNAVINST 7510.8, and COMOCEANSYSLANTINST 7510.1, shall:

(1) Provide an annual internal review plan on or before 1 October of each fiscal year for approval by the Commanding Officer.

(2) Submit to the appropriate type commander, with a copy to CINCLANTFLT, the appropriate approved Internal Review Program on or before 1 November of each fiscal year. In addition in March of each fiscal year, a semi-annual update of the plan should be submitted to reflect any changes.

(3) Maintain documentation to show programs/functions reviewed, management officials who performed the review, weaknesses identified and plans for corrective action. Individual managers will monitor and follow up on correction of reported deficiencies, document corrective actions and results of corrective actions. Copies shall be provided to the Internal Review Coordinator.

(4) Provide the Commanding Officer a continuous objective evaluation of internal management controls, practices, and procedures at all levels to determine adequacy in concept and effectiveness in application. Further, the Internal Review Coordinator will help ensure that there is financial integrity and effective utilization of all available command resources.

c. Organizational Relationship. The Internal Review Coordinator reports directly to the Commanding Officer keeping the Executive Officer informed.

323. INTERNAL CONTROL PROGRAM (ICP) COORDINATOR

a. Basic Function. The Internal Control Program Coordinator shall be designated in writing and report to the Commanding Officer via the Executive Officer for the management of the Internal Control Program of this Command. The ICP Coordinator shall comply with the provisions of SECNAVINST 5200.35, SECNAVNOTE 5200 dated 21 June 1984, and USCINCLANTFLT/CINCLANTFLTINST 5200.7 and other pertinent directives in the management of the program.

b. Duties, Responsibilities, and Authority.

(1) Determine programs or functions that represent a significant level of effort within the command and task cognizant managers to perform vulnerability assessment of their areas of responsibility to determine areas that are highly vulnerable to fraud, waste, and mismanagement.

(2) Review results of vulnerability assessments to determine programs/functions that require Internal Control Reviews. Higher level authority may require review of specific functional/subfunctional areas.

(3) Task managers to perform Internal Control Reviews in areas where vulnerability assessments indicate a need.

(4) Screen Internal Control Reviews completed by managers and determine the significance of weaknesses. Reviews and compliance statements will be submitted to Commander, Oceanographic System, Atlantic by 1 August each year.

(5) Provide technical assistance (including arrangements for assistance from outside the command) for managers as required.

c. Organizational Relationship. The Internal Control Program Coordinator reports to the Commanding Officer via the Executive Officer. The ICP Coordinator shall exercise management and quality control over the documentation efforts of Program managers.

**324. INTER-SERVICE SUPPORT AGREEMENT (ISSA) OFFICER**

a. Basic Function. The ISSA Officer shall be responsible for the maintenance and review of all Inter-Service Support Agreements.

b. Duties, Responsibilities and Authority. The ISSA Officer shall:

(1) Act as principal advisor to the Commanding Officer on all matters relating to Inter-Service Support Agreements.

(2) After consultation with the Executive Officer, and upon Commanding Officer approval, negotiate new agreements and changes to existing agreements with other commands as required for optimum operation and services at the Naval Facility.

(3) Initiate annual review of existing ISSA's and upon completion forward appropriate documentation to COMOCEANSYSLANT and CINCLANTFLT.

c. Organizational Relationship

(1) The ISSA Officer reports to the Commanding Officer via the Executive Officer.

(2) The ISSA Officer negotiates directly with other commands, after command approval, in establishment, review, and changes to ISSA's.

(3) The ISSA Officer coordinates with other departments within the command on required and recommended changes to the ISSA's.

**325 LEGAL OFFICER**

a. Basic Function. The Legal Officer functions as an advisor to the command concerning the interpretation and application of the Uniform Code of Military Justice, the Manual for Courts-Martial, and other military law.

b. Duties, Responsibilities and Authority. The Legal Officer shall:

(1) Ensure that officers and enlisted personnel assigned to courts-martial, investigations, and other legal duties are well versed in the legal aspects of their duties.



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(2) Collaborate with the Command Training Officer to ensure that all personnel are instructed as to their rights and obligations under the Uniform Code of Military Justice.

(3) Supervise the technical and clerical preparation of charges.

(4) Act as liaison between the Naval Facility and the Senior Judge Advocate, Naval Air Station, Bermuda and obtain professional and technical information for the preparation of charges as necessary.

(5) Review records of courts-martial for legality of procedure, findings, and sentences.

(6) Refer personnel to military legal assistance officers or to cooperating volunteer civilian lawyers, as appropriate, in connection with such matters as wills, deeds, contracts, powers of attorney, and domestic relations (see SECNAVINST 5801.1).

c. Organizational Relationship. The Legal Officer reports to the Commanding Officer via Executive Officer for the performance of these duties.

### 326. MILITARY CASH AWARDS PROGRAM (MILCAP) ADMINISTRATOR

a. Basic Function. The Command MILCAP Administrator is responsible for implementing and administering a program of military cash awards for individual contributions which enable the command and Navy to be more efficient.

b. Duties, Responsibilities, and Authority. The Command MILCAP Administrator shall:

(1) Effect implementation of command MILCAP and generate interest through promotional material, POD notes, and personal contact.

(2) Ensure that forms are available.

(3) Conduct an annual review of command MILCAP utilizing a MILCAP review checklist and report results to the Commanding Officer.

(4) Maintain a record file on suggestions and their current processing status, and advising suggestees of same.

(5) Recommend amount of cash awards to the Commanding Officer.

(6) Prepare an annual report for the Commanding Officer utilizing DD 1609, Incentive Awards Program Annual Report Form for submission via the chain of command.

c. Organizational Relationships. The MILCAP administrator reports to the Commanding Officer via the Executive Officer.

d. Reference. OPNAVINST 1650.8B, OPNAVNOTE 1650.

### 327. NAVAL WARFARE PUBLICATIONS LIBRARY (NWPL) CUSTODIAN

a. Basic Function. The NWPL Custodian will be designated in writing by the Commanding Officer and shall be responsible for the proper maintenance of the NWPL account.

b. Duties Responsibilities and Authority. The NWPL Custodian shall:

(1) Distribute NWPL publications and disseminate the information within the command.

(2) Control the operation of the NWPL including the receipt, safeguarding, accounting for, and transfer of publications within the command.

(3) Ensure that the authorized NWPL publication allowance is onboard and available for issue.

(4) Ensure that all changes or corrections to NWPL publications are correctly entered in an expeditious manner.

(5) Conduct page checks upon receipt and after entry of changes. Ensure page checks of secret publications upon change of custodian.

(6) Ensure that appropriate action is initiated in the event of loss or compromise of classified publications or parts thereof.

c. Organizational Relationship. The NWPL Custodian reports to the Operations Officer.

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### 328. OCEANSYSTEMS LIBRARY CUSTODIAN

a. Basic Function. Responsible for the maintenance, upkeep, and security of the Oceansystems Reference Publication Library in accordance with Operating Procedures for the Integrated Undersea Surveillance Systems SURTOPS Manual, Volume II.

b. Duties, Responsibilities, and Authority. The Oceansystems Library Custodian shall:

(1) Maintain in a secure and current condition the required publications listed in COMOCEANSYSLANTNOTE C3120.

(2) Each quarter conduct an audit of all materials contained in the Oceansystems Reference Publication Library.

(3) Conduct a page-check of all materials contained in the Oceansystems Reference Publication Library at least semi-annually.

(4) Maintain in a secure and current condition any additional publications incorporated into the Reference Publication Library.

c. Organizational Relationship. The Oceansystems Library Custodian shall be designated in writing and shall report to the Operations Officer.

### 329. OPERATIONS SECURITY (OPSEC) Officer

a. Basic Function. Serve as advisor to and representative of the command in matters of operational security.

b. Duties, Responsibilities and Authority

(1) Serve as Commanding Officer's Advisor and direct representative in all matters concerning Operational Security.

(2) Coordinate OPSEC planning and training as specified in CINCLANTFLT/CINCUSNAVEURINST 3070.1A.

(3) Ensure that adequate OPSEC security measures are maintained.

(4) Determine OPSEC weaknesses and develop remedial OPSEC procedural policy for command consideration.

(5) Conduct quarterly OPSEC Control Group meetings, providing meeting minutes to the Commanding Officer and Executive Officer.

c. Organizational Relationship. The OPSEC Officer reports to the Commanding Officer via the Executive Officer.

330. OVERSEAS DUTY SUPPORT OFFICER (ODSO)

a. See NAVFACBDAINST 5352.1B.

331. PHYSICAL FITNESS COORDINATOR/OFFICER

a. Basic Function. The Physical Fitness Officer is responsible to the Physical Fitness Coordinator in the administration of the Weight Control Program and Physical Fitness Testing Program at U.S. Naval Facility Bermuda.

b. Duties, Responsibilities and Authority. The Physical Fitness Officer shall:

(1) Conduct yearly physical fitness tests in accordance with OPNAVINST 6110.1A

(2) Conduct appropriate weight checks of command personnel to ensure compliance with the standards set forth in OPNAVINST 6110.1E.

(3) Ensure that command personnel who fail to meet the minimum standard set forth in standing instructions are placed on the weight control program in accordance with NAVFACBDAINST 6110.3A.

(4) Monitor command personnel on the weight control program and provide the Physical Fitness Coordinator with quarterly reports.

c. Organizational Relationship. The Physical Fitness Officer reports directly to the Physical Fitness Coordinator. The Physical Fitness Coordinator is responsible to the Commanding Officer for monitoring the physical fitness and weight control programs and ensuring compliance with OPNAVINST 6110.1A, OPNAVINST 6110.3E and NAVFACBDAINST 6110.1 by all command personnel.

332. SECURITY OFFICER

a. Basic Function. Assist the Commanding Officer by determining the adequacy of the Physical Security and Loss Prevention Program within the command by identifying to the Commanding Officer those areas in which improved physical security and loss prevention measures are required and by managing the program. Reference NAVFACBDAINST 5530.1 for details concerning program management.

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**b. Duties, Responsibilities and Authority.**

(1) Serve as the Commanding Officer's direct representative in all cases pertaining to Physical Security and Loss Prevention Program.

(2) Manage, implement and direct the command Physical Security and Loss Prevention Program.

(3) Determine adequacy of cocommand's Physical Security and Loss Prevention Program, identify those areas in which improved physical security and loss prevention is required, and provide recommendation for such improvement to the Commanding Officer.

(4) Develop, prepare and maintain a current command physical security plan.

(5) Identify physical security procedures and equipment that will detect and/or prevent wrongful removal, damage, destruction or compromise of protected property.

(6) Develop, prepare and maintain a current command loss prevention plan.

(7) Develop, publish and maintain physical security instructions which address required physical security procedures.

(8) Establish personnel identification and access control system(s).

(9) Conduct physical security surveys.

(10) Provide technical assistance on physical security matters.

(11) Participate in the planning, direction, coordination and implementation of procedures for crises management of situations which pose a threat to the physical security of the command, and provide advice to the Commanding Officer during which relate to physical security.

(12) Establish and maintain liaison and working relationships and agreements with Federal Investigative Agencies, local NIS components, local law and fire authorities.

(13) Serve as a facilitator and be responsible for minutes and records of the command Physical Security Review Committee.

(14) Perform other such duties as may be assigned.

c. Organizational Relationship. The Security Officer reports to the Commanding Officer via the Executive Officer.

### 333. POSTAL OFFICER

a. Basic Function. The Postal Officer functions as an assistant to the Executive Officer in the efficient administration of mail service to the command.

b. Duties, Responsibilities and Authority. The Postal Officer shall, in accordance with OPNAVINST 5112.1B:

(1) Organize and supervise the postal functions of the Naval Facility.

(2) Ensure timely distribution of mail within the command.

(3) Ensure proper security stowage for all postal effects held in trust.

(4) Discharge other responsibilities as outlined in U.S. Navy Postal Instructions (OPNAVINST 5112.1B) and in current U.S. Postal Service Regulations.

c. Organizational Relationship. The Postal Officer reports to the Executive Officer.

### 334. PRIVACY ACT COORDINATOR

a. Basic Function. The Privacy Act Coordinator is responsible for the administration of the Privacy Act of 1974 and the implementation of other naval instructions concerning the Privacy Act.

b. Duties, Responsibilities and Authority. The Privacy Act Coordinator shall:

(1) Ensure provisions of the security and confidentiality measures required under the Privacy Act and SECNAVINST 5211.5B are enforced.

(2) Ensure the formulation and implementation of standards of conduct for those personnel working with personal information.

(3) Ensure that all personnel are informed of the mechanics of the Privacy Act.

(4) Prepare an Annual Privacy Act Report in accordance with SECNAVINST 5211.5B, to be submitted to the Executive Officer not later than 10 January of each year.

c. Organizational Relationship. The Privacy Act Coordinator reports to the Executive Officer.

335. PUBLIC AFFAIRS OFFICER (PAO)

a. The PAO functions as an assistant to the Commanding Officer and the Executive Officer in carrying out the Public Affairs program of the command.

b. Duties, Responsibilities, and Authority. The PAO shall carry out assigned duties in accordance with OPNAVINST 3120.32A.

(1) Keep the Commanding Officer and Executive Officer informed concerning public relations trends, policies and potentialities, including directives on security and release of information for publication.

(2) Prepare briefing material for any tours, as directed.

(3) Act as liaison with the NAS Public Affairs Officer in the publication of newsworthy accomplishments or events of Naval Facility personnel. This will include the submission of photographs and narrative for publication.

(4) Supervise the preparation of material for local and hometown news releases on Naval Facility personnel. Significant events will be forwarded also to Navy Times for publication.

(5) Coordinate activities of the command photographer so that photographs of award presentations, reenlistments, advancements, etc., are available for press releases and inclusion in NAS Bermuda's weekly newspaper.

(6) Display at the Naval Facility, photographs and/or narrative statements of accomplishments by Naval Facility personnel, including letters of Appreciation, Commendation, Good Conduct Medals, etc.

c. Organizational Relationship. The Public Affairs Officer reports to the Commanding Officer, via the Executive Officer. The PAO will collaborate with NAS Bermuda Public Affairs Office as necessary.

**.336. SAFETY OFFICER**

**a. Basic Function.** The Safety Officer is responsible for implementing and continuously monitoring a comprehensive Command Safety Program based upon the precept established by OPNAVINST 5100.23B and such other policy and goals as may be established by the Commanding Officer.

**b. Duties, Responsibilities and Authority.** The Safety Officer shall:

(1) Coordinate with all Department and Division Safety Petty Officers in efforts to improve the Command Safety Program.

(2) Compile accident, near accident, and hazardous condition reports; develop statistical data on deficiencies and corrective actions concerning safety matters.

(3) Develop an agenda list for Safety Council meetings, providing:

(a) Statistical data.

(b) Accident, near accident, and hazardous condition reports.

(c) Data requested by the council to assist the council in executing its responsibilities.

(4) Act as principle advisor to the Commanding Officer on all internal safety matters.

(5) Maintain direct collaboration with all department heads in matters of safety relating to their respective departments.

(6) Maintain direct liaison with all Department Safety Petty Officers.

(7) Promote maximum cooperation in safety matters at all levels.

(8) Ensure command-wide dissemination of all safety information.

(9) Maintain appropriate safety records and accident statistics.

(10) Monitor the timely submission of required accident and safety reports to ensure accuracy and completeness.



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(11) Serve as a member of the Safety Council.

(12) Serve as the chairperson for the Occupational Safety and Health Committee.

(13) Indoctrinate newly reporting personnel in matters of safety and the Command Safety Program.

(14) Recommend, plan, and administer General Military Training presentations as scheduled by the Planning Board for Training.

(15) Submit mishap reports to the Navy Safety center as prescribed by OPANVINST 5102.1.

(16) Conduct semiannual Command Safety Inspections; reporting safety deficiencies and recommended solutions to the Commanding Officer via the Executive Officer.

c. Organizational Relationships.

(1) The Command Safety Officer reports to the Commanding Officer for matters relating directly to safety and the correction of safety deficiencies.

(2) In the administration of safety programs, the Command Safety Officer reports to the Executive Officer, also keeping the Executive Officer informed of safety matters communicated to the CO.

(3) In matters pertaining to safety, the Command Safety Officer shall function in the capacity and authority of a department head within the executive branch.

(4) All personnel assigned to the safety organization shall report to the Command Safety Officer.

337. SECURITY MANAGER

a. Basic Function. The Security Manager assists the Commanding Officer in fulfilling information Security responsibilities while retaining supervisory authority for the security of classified information.

b. Duties, Responsibilities and Authority. The Security Manager shall, in accordance with OPNAVINST 3120.32A and OPNAVINST 5510.1G:

(1) Serve as the Commanding Officer's advisor and direct representative in cases pertaining to the security of classified information.

(2) Ensure that all persons to be granted access to classified information by Commanding Officer are appropriately cleared and properly instructed. The clearance status shall be recorded and accessible for verification.

(3) Formulate and coordinate a security orientation, education, and training program for the protection of classified information in accordance with OPNAVINST 5510.1G.

(4) Formulate and coordinate security control and storage measures for the protection of classified information within the command. In amplification of this duty ensure that:

(a) Only GSA approved security equipment is being used for the storage of all the most sensitive material.

(b) Vaults or containers used for the storage of classified information or material are designated and a number or symbol affixed to each container.

(c) Combinations to security containers are changed at least annually when custodians are reassigned, and when personnel with knowledge of combinations should no longer have access to a container

(d) Records of combinations are assigned to a security classification equal to the highest category of classified material authorized to be stored therein.

(e) Combinations to security containers are disseminated on a need-to-know basis.

(f) Procedures provide for only cleared and trained persons to change combinations.

(g) Security containers are periodically inspected to ensure that they are in good condition, and that the safeguarding features of the container are effective.

(5) Ensure that all personnel who prepare or originate classified material are provided pertinent classification guides and are familiar with their use.

(6) Participate actively as a consultant by assisting command personnel in reaching classification decisions.

(7) Initiate action to correct erroneous classification or regain custody of lost classified material, evaluate potential damage, discover weakness, and assign responsibility.

(8) Maintain records of current classified information for which the command is responsible.

(9) Exercise administrative security control over visitors to and from the command. To this end the Security Manager and Security Officer will coordinate all visits.

(10) Designate specific equipment for the reproduction of classified material, and post rules and warnings.

(11) Conduct on a regular basis a review to ensure that the classification determinations are being made by proper authority throughout the command.

(12) Prepare recommendations regarding release of classified information to foreign governments.

(13) Maintain liaison with the Command Public Affairs Officer to ensure that proposed public releases which could possibly contain classified information are referred to the Security manager for review.

(14) Supervise the control of Secret and Top Secret information.

(15) Conduct semi-annual refresher security briefings for all hands.

(16) Ensure that personnel who have been granted access to classified information are given foreign travel briefings prior to such travel.

(17) Administer the program of continuous evaluation of eligibility for security clearances.

(18) Ensure that security access for command personnel is withdrawn when there is no foreseeable need for access to classified information or material in connection with the performance of their official duties.

(19) Ensure that denials or terminations of security clearances for cause are made a matter of record and the particulars reported. Debrief all individuals whose security clearance is terminated at the command.

(20) Take necessary security measures to ensure the protection of classified information processed by ADP equipment.

c. Organizational Relationship. The Security Manager shall be designated in writing and report directly to the Commanding Officer.

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338. SENIOR WATCH OFFICER (SWO)

a. Basic Function. The SWO is responsible for the assignment and general supervision of all Naval Facility duty watch standers.

b. Duties, Responsibilities and Authority. The Senior Watch Officer shall:

(1) Maintain a data file of CDO watch standers, including watch standing qualifications.

(2) Submit the monthly command watchbill to the Executive Officer for approval and signature.

(3) Monitor Military Watches and Duties to ensure that Equal Opportunity and equity is achieved.

(4) Promulgate standing orders and standing procedures for Command Duty Officers.

(5) Provide written guidance for maintaining the Command Duty Officer watch log.

c. Organizational Relationship. The Senior Watch Officer reports to the Executive Officer for the approval of command watch bills and for the training of Command Duty Officers.

339. SHOROC/NAVMEP COORDINATOR

a. Basic Function. The SHOROC/NAVMEP Coordinator is responsible for performing manpower management functions, including maintenance of staffing standards at the activity and claimant levels, by reviewing, evaluating, and commenting on functional correctness of measurement plans and staffing standards prepared by the Navy Manpower and Material Analysis Centers, Atlantic and Pacific.

b. Duties, Responsibilities and Authority. The SHOROC/NAVMEP Coordinator shall:

(1) Become thoroughly familiar with all manpower directives pertinent to the Naval Facility.

(2) Prepare all reports concerning SHOROC/NAVMEP for forwarding to higher authority.

(3) Act as technical advisor to the command on all matters pertaining to SHOROC/NAVMEP.

c. Organizational Relationship. The SHOROC/NAVMEP Coordinator reports to the Executive Officer.

340. SUBSTANCE ABUSE COORDINATOR (SAC)

a. Basic Function. The Substance Abuse Coordinator serves as an advisor to the Commanding Officer/Executive Officer on the nature and context of drug and alcohol use and abuse within the Navy. The SAC provides assistance in developing and implementing management actions necessary to comply with directives and to effectively cope with the problem. The SAC also serves as a coordinator concerning drug and alcohol education, identification, and rehabilitation.

b. Duties, Responsibilities and Authority

(1) Assist in administering and coordination of Navy policies and procedures concerning drug and alcohol education, identification, rehabilitation and enforcement.

(2) Advise the command on the methodologies to design and implement a comprehensive drug and alcohol abuse prevention and control program.

(3) Advise the command concerning the use of applicable resources and interface with Navy organizations having a functional role in drug and alcohol abuse prevention and control programs.

(4) Maintain liaison with evaluation and counseling facilities designated by the command and those departments and personnel within the command whose activities require coordination to ensure an effective drug and alcohol abuse prevention effort.

c. Organizational Relationship. The Substance Abuse Coordinator reports to the Commanding Officer, keeping the Executive Officer informed, for the performance of assigned duties and for the performance of all drug and alcohol abuse prevention, and control program. Personnel associated with drug and alcohol abuse education, identification, rehabilitation efforts collaborate and coordinate with the SAC. Additionally, the SAC provides inputs to the Planning Board for Training, matters pertaining to drug and alcohol education, and to the Welfare and Recreation Committee for development of positive alternatives to drug and alcohol abuse.

341. TOP SECRET CONTROL OFFICER

a. Basic Function. The duties of the Top Secret Control Officer include the receipt, custody, accounting for, and distribution of Top Secret information and material.

b. Duties, Responsibilities and Authority. The Top Secret Control Officer shall:

(1) Maintain a system of accountability within the command which will completely identify and reflect dispatch, downgrading, source, movement from one officer to another, destruction and current custodian of all Top Secret material.

(2) Avoid unnecessary dissemination of Top Secret information.

(3) Release to a subordinate echelon only the absolute minimum of Top Secret information which is necessary for proper planning or action. Ensure no reproduction without consent of originating activity or higher authority.

(4) Maintain a current roster of persons within the command who are authorized access to Top Secret information.

(5) Transmit Top Secret information within the command by hand carrying.

(6) Maintain continuous chain of receipts and disclosure records for all Top Secret information.

(7) Ensure that physical inventories of Top Secret material are conducted at least annually.

(8) Avoid unnecessary accumulation of Top Secret material.

(9) Ensure that custodians are properly cleared of accountability for Top Secret material when relieved of their custodial responsibility.

(10) Page check Top Secret documents on initial receipt and upon completion of entering a change.

(11) Train the assistant Top Secret Control Officer.

c. Organizational Relationship. The Top Secret Control Officer shall be designated in writing by the Commanding Officer and shall report to the Security Manager.

d. References. OPNAVINST 3120.32A Art. 305.19, and  
OPNAVINST 5510.1G.

342. TOP SECRET CONTROL OFFICER - ASSISTANT

a. Basic Function. The Assistant Top Secret Control Officer is designated to act in the name of the Top Secret Control Officer, (TSCO). This shall not be construed to relieve the TSCO of any of responsibilities for the control and protection of Top Secret material.

b. Duties, Responsibilities and Authority. The Assistant Top Secret Control Officer shall, in the absence of the TSCO or when directed by the TSCO, in accordance with OPNAVINST 3120.32A and OPNAVINST 5510.1G:

(1) Sign courier receipts and transfer of custody receipts for Top Secret material.

(2) Certify material being transferred into the Armed Forces Courier System and sign ARFCOS Form 1 on behalf of the Top Secret Control Officer.

(3) Transmit Top Secret material.

(4) Conduct required page checks of Top Secret documents.

c. Organizational Relationship. The Assistant Top Secret Control Officer reports to the TSCO.

343. TRANSPORTATION OFFICER

a. Basic Function. The Transportation Officer coordinates and monitors all functions regarding vehicles assigned to the Naval Facility.

b. Duties, Responsibilities, and Authority. The Transportation Officer shall:

(1) Establish dispatching procedures, in accordance with current instructions and regulations pertinent to the proper handling, use, and safety of Government-owned vehicles.

(2) Review necessary procedures and guidelines for proper licensing of drivers of Government-owned vehicles, ensuring for each class license applied for that member:

(a) Possesses a valid U.S. driver's license.

(b) Obtains a Government driver's license.

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(c) Obtains a Bermuda Government endorsement.

NOTE: A log will be maintained of all Government licenses issued and periodic checks will be made to ensure that personnel renew Government licenses.

(3) Conduct training as necessary to applicable personnel in safe driving procedures.

(4) Schedule preventive maintenance and/or repair work for vehicles with NAS Bermuda Transportation personnel.

(5) Periodically inspect vehicles for cleanliness and general appearance and test drive each vehicle to verify its mechanical condition.

(6) Ensure records are maintained on all repair costs, mileage, accident reports, and gasoline consumption for each vehicle.

(7) Inspect, prior to accepting from the repair activity, vehicles that have been turned in for repair work to ensure that work requested has been performed satisfactorily to keep each vehicle in a mechanically safe condition.

(8) Provide necessary vehicles from the Naval Facility's pool to comply with requirements of the command's emergency bill.

c. Organizational Relationship. The Transportation Officer reports to the Public Works Officer.

#### 344. UTILITIES CONSERVATION OFFICER

a. Basic Function. The Utilities Conservation Officer is responsible for the administration of utilities conservation programs as required by Presidential Executive Order 12003 of 20 July 1977.

b. Duties, Responsibility and Authority. The Utilities Conservation Officer shall:

(1) Monitor the consumption and cost of purchased and station generated electricity.

(2) Initiate and monitor energy conservation measures and procedures to reduce overall consumption of electricity to the maximum extent possible with a goal of not less than two percent per year through 1985.



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(3) Ensure that realistic and effective training in energy conservation measures be given to all command members.

c. Organizational Relationship. The Utilities Conservation Officer reports to the Executive Officer.

d. References. CNO letter 44/4856 dated 6 August 1974 and Presidential Executive Order 12003 of 20 July 1977.

#### 345. VOTING OFFICER

a. Basic Function. Advisor for command personnel in absentee voting matters.

b. Duties and Responsibilities. The Voting Officer shall:

(1) Ensure that voter registration information be disseminated to all members of the command in a timely manner.

(2) Maintain and update the yearly Voting Assistance Guide, and ensure copies are available for general use.

(3) Ensure an ample supply of Federal Post Card Applications (FPCA's) are available for general use.

(4) Act as point of contact for Naval Facility personnel concerning procedures for voter registration and absentee ballot requests.

(5) Refer any problems/questions that cannot be dealt with locally to the Federal Voting Assistance program for timely assistance.

c. Organizational Relationship. The Voting Assistance Officer reports to the Executive Officer.

#### 346. WARDROOM MESS TREASURER

a. Basic Function. Designated in writing by the Commanding Officer in administration of the Wardroom Mess in accordance with OPNAVINST 3120.32A article 305.10

b. Duties, Responsibilities and Authority. The Wardroom Mess Treasurer shall:

(1) Maintain the Wardroom Mess books and checking account.

(2) Provide each member with a monthly statement of dues/assessments and a receipt for all payments.

(3) Provide a monthly statement to the Mess President of the financial status of the Mess.

c. Organizational Relationship. Reports directly to the Executive Officer.

#### 347. WEAPONS OFFICER

a. Basic Function. The Weapons Officer shall maintain custody of all weapons/ammunition and associated field equipment aboard the facility and coordinate appropriate qualifications programs for training.

b. Duties and Responsibility. The Weapons Officer shall, in accordance with OPNAVINST 3120.32A:

(1) Assume custody of all firearms, ammunition, and associated field equipment assigned to the Naval Facility.

(2) Personally inventory all firearms weekly. Ensure that OWO inventories are completed prior to each assumption of the watch.

(3) Coordinate a small arms training program and report qualifications to the Personnel Support Detachment, NAS Bermuda, for entry in service records.

(4) Instill the highest standards of firearm safety in all applicable personnel.

(5) Ensure the proper stowage, care, and cleaning of all weapons.

c. Organizational Relationship. The Weapons Officer reports to the Executive Officer.

#### 348. WELFARE AND RECREATION FUNDS CUSTODIAN

a. Basic Function. Designated in writing by the Commanding Officer to assist the Executive Officer in financial administration of the Welfare and Recreation Committee in accordance with OPNAVINST 3120.32A article 305.17.

b. Duties, Responsibilities and Authority

(1) Maintains Welfare and Recreation Committee books, checking and savings accounts.

(2) Serve as a non-voting member of the Welfare and Recreation Committee.

(3) Serve as a non-voting member of the Welfare and Recreation Committee Advisory Board.

(4) Provide a monthly statement to the Welfare and Recreation Advisory Board Chairman of the financial status of the fund.

c. Organizational Relationship. Reports directly to the Executive Officer.

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## CHAPTER 4 - BOARDS, COMMITTEES, AND COUNCILS

### 400. AWARDS BOARD

a. Basic Function. The Awards Board is established to promote recognition and enhance morale by presenting deserving individuals with decoration and awards for exceptional performance. To preserve the character and meaning of the awards, the board will screen deserving nominees in accordance with SECNAVINST 1650.1E. Recommendations on individuals who meet or exceed the requirements will either be approved for forwarding upon approval of the Commanding Officer, or will be granted the appropriate award level for which the Commanding Officer may designate.

b. Membership. The Awards Board membership shall be designated in NAVFACBDANOTE 1301 and will consist of the Executive Officer, Command Master Chief and all department heads.

#### c. Procedures

(1) The Awards Board will as a minimum meet quarterly and be chaired by the Executive Officer. Nominations for awards will be submitted by committee members and reviewed for eligibility, content and type of awards recommended.

(2) Upon review of candidates, make recommendations to the Commanding Officer for immediate and long term awards.

(3) Forward awards to TYCOM at least 90 days in advance of date award is to be delivered.

(4) Monitor status of awards previously submitted.

(5) Ensure confidentiality of all awards and make recommendations for presentation.

### 401. CRYPTO BOARD

a. Basic Function. The Crypto Board shall be responsible to the Commanding Officer for the accurate, efficient, and secure use of all cryptographic systems within the command for compliance with all security regulations pertaining thereto.

b. Membership. Established by NAVFACBDANOTE 1301.

c. Responsibilities. The Crypto Board will be responsible for:

- (1) Proper handling of classified message traffic.
- (2) Proper handling of COMSEC material and information.
- (3) Proper use of cryptographic systems.
- (4) Compliance with all applicable security regulations pertaining to cryptographic work.

d. Requirements. All prospective Crypto Board members must meet the following requirements in order to qualify as a Crypto Board Member.

- (1) Possess an appropriate security clearance.
- (2) Be authorized, in writing, by the Commanding Officer to perform cryptographic duties.
- (3) Be familiar with all cryptographic systems in use at this command.
- (4) Have a thorough knowledge of handling procedures for all classified materials, including COMSEC materials and information.
- (5) Have a thorough understanding of all COMSEC applications.
- (6) Have a working knowledge of all applicable publications.
- (7) Be able to recognize security violations and practices dangerous to security.
- (8) Possess a thorough knowledge of all phases of the Communications Division Section of the Command Emergency Action Plan.
- (9) Satisfactorily demonstrate qualification requirements through practical and written examinations.

e. Training. Prospective Crypto Board members will undergo training as outlined in the Crypto Standard Operating Procedures (SOP). All areas of required training, including a listing of reference materials, are discussed in detail therein. Training will be supervised by the COMSEC Officer.

(1) Crypto Board members will be required to maintain familiarization with crypto and security procedures by quarterly requalifications, and semi-annual reading of required publications as listed in the Crypto SOP binder.

(2) Individual Crypto Board member training records will be maintained in the rear of the Crypto SOP binder.

f. Convening Dates. As directed by the COMSEC Officer.

g. References. NTP 4, OPNAVINST 3120.32A.

#### 402. ENLISTED EXAMINATION BOARD

a. Basic Function. The Enlisted Examination Board is responsible for examining eligible and recommended enlisted personnel for advancement and/or change in rating within the enlisted rating structure. This board shall administer and conduct all examinations for advancement in rate.

b. Membership. Designated by the Commanding Officer in NAVFACBDANOTE 1301. The Test Control Officer (TSO) shall be chairman of the board.

c. Procedure. The board shall ensure that examinations are administered and reports submitted in accordance with current instructions. The Test Control Officer is responsible for all examination materials and will ensure that they are properly protected and accounted for. The TSO will prepare all required reports for the signature of the Commanding Officer. Where possible, departments should revise watch lists/special duty assignments, etc., to preclude candidates from being penalized by lack of sleep, late reporting, etc., and, further, eliminate the need for substitute examinations.

d. Preparation for Administration. Approximately three (3) weeks prior to the scheduled date of examination, the senior member of the examining board should conduct a meeting of the examining board to review all directives on the advancement system and explain any new procedures in the system (see applicable directives)

(1) Assignment of adequate examining rooms.

(2) Assignment of proctors required to assist in administration.

(3) Scheduling of examination times.

(4) Provisions for materials required to administer the examinations.

#### 403. FORMAL SURVEY BOARD

a. Basic Function. The formal Survey Board is responsible for investigating the circumstances surrounding loss or damage when culpable responsibility is indicated or when directed by the Commanding Officer or higher authority.

b. Membership. A formal survey is made by either a commissioned officer or a board of three officers, one of whom, and as many as practicable, will be commissioned officers. The survey officer or board is appointed by the Commanding Officer. General membership is established in NAVFACBDANOTE 1301. The following officers will not serve on a formal survey board;

(1) The Commanding Officer.

(2) The officer on whose records the material being surveyed is carried.

(3) The officer charged with custody of the material being surveyed.

c. Procedures. If articles are damaged, the survey officer or a survey board shall make a thorough inspection of the articles to determine their condition at the time of the survey. If articles are missing, the survey officer or survey board shall make a thorough examination of the circumstances prior to the loss and shall determine cause and responsibility. If responsibility cannot be determined, they shall make a statement explaining clearly why such cannot be done. A full report shall be made on the survey form, including the findings of conditions, cause and responsibility, together with a recommendation as to disposition, replacement, or continuance in service.

d. Convening Dates. When directed by the Commanding Officer.

e. Reference. Afloat Supply Procedures, NAVSUP P-485.

#### 404. HUMAN RELATIONS COUNCIL (HRC)

a. Function. The Human Relations Council provides the command with a management tool which will be useful in identifying and solving problems that cut across organizational lines. It does not relieve the chain of command of its responsibility for



dealing with leadership and human relations problems. It is designed to assist the chain of command in this complex and vital area. The Human Relations Council supports the chain of command by providing improved communications and increased awareness of potential problem areas before they evolve into problem areas. The HRC serves as a forum for frank discussions of human relations problems and provides a means of dealing with problems of race relations, equal opportunity, sexual discrimination, and other human relations matters affecting the morale and performance of duty by personnel at NAVFAC Bermuda.

b. Membership. The Executive Officer shall chair the council and the Equal Opportunity Officer shall act as recorder. The following departments/divisions will send a representative to be designated in the NAVFACBDANOTE 1301 as members:

(1) Departments: Administrative, Supply, Electronics, and Public Works.

(2) Divisions: Current OPS, QA, SURTOPS, COMM, and each Watch Section.

c. Representative's Responsibilities

(1) Maintain contact within their representative areas.

(2) Present and report on results of meetings, to their representative areas.

(3) Solicit ideas from their constituents and present them to the council for discussion.

d. Command personnel who want to present grievances to the council should contact their HRC representative. The HRC representative should ensure that all other means of solving the problem have been taken before presenting it to the council. Problems better handled within a division, or by another committee at the command should not be addressed by the council.

e. Meetings. The HRC will convene quarterly or as directed by its chairperson.

405. OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

a. Basic Function. The Occupational Safety and Health Committee shall act as advisor to and assist the Command Safety Officer in matters of the safety and health of command personnel. It shall provide the Safety Council a draft if proposed policies

and safety program objectives. The Committee shall suggest and recommend measures to correct safety program deficiencies; identify, define, and study occupational safety and health problems of the command, and recommend solutions.

b. Membership. Designated by the Commanding Officer in NAVFACBDANOTE 1301 and shall consist of the Safety Officer, department/division Safety Petty Officers and the Command Master-at-Arms.

c. Convening Dates. First two months of each quarter.

d. References. OPNAVINST 5100.8E, OPNAVINST 5100.23B

#### 406. OCCUPATIONAL SAFETY AND HEALTH COUNCIL

a. Basic Function. The Command Occupational Safety and Health Council shall maintain command wide liaison in all safety matters to include; review of Occupational Safety and Health Committee inputs, address reports on accidents and injuries, and review statistics compiled by the Safety Officer. The Council shall make recommendations for policy on safety matters to the Commanding Officer.

b. Membership. Designated by the Commanding Officer in NAVFACBDANOTE 1301 and shall consist of each department head. The Executive Officer shall be the chairperson and the Safety Officer shall be the recorder. When available a representative from the Medical Department shall attend the meetings as a non-voting member.

c. Convening dates. Quarterly.

#### 407. OFFICER CANDIDATE INTERVIEW BOARD

a. Basic Function. The Officer Candidate Interview Board is responsible for examining eligible and recommended enlisted personnel for participation in officer procurement programs. This board will provide the final recommendation to the Commanding Officer as to eligibility and potential of all candidates.

b. Membership. As promulgated in NAVFACBDANOTE 1301.

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**408. OPERATIONS SECURITY (OPSEC) CONTROL GROUP**

a. Basic Function. Provide OPSEC planning, review and training methods for the purpose of reducing the chances that potential adversaries will be able to gain specific knowledge of the operational capabilities and limitations, or intentions and plans, or the tactics and the readiness of this command. The OPSEC control group shall identify and recommend measures to correct OPSEC program deficiencies.

b. Membership. Shall consist of all department heads and the Communications Officer and will be designated in NAVFACBDANOTE 1301. The OPSEC Officer shall be the chairperson.

c. Convening Dates. The last month of each quarter.

**409. PETTY OFFICER QUALITY CONTROL REVIEW BOARD**

a. Basic Function. The Petty Officer Quality Control Review Board is designed to monitor, interview, and possibly counsel petty officers referred to the board for poor or inconsistent performance, declining personnel evaluations, disciplinary problems, personal problems, or for evaluating career goal/objectives. The Petty Officer Quality Control Review Board is intended to support the chain of command and supplement other petty officer development functions such as the striker board and leadership and management education training (LMET) courses.

b. Membership. Members of the Petty Officer Quality Control Review Board will be appointed by the Commanding Officer and designated in NAVFACBDANOTE 1301. Members of the board will normally consist of all command Chief Petty Officers with the Command Senior Enlisted member as chairperson.

c. Procedure. Individuals may be referred to the Petty Officer Quality Control Review Board in the following situations:

(1) Disciplinary status. Individuals will be interviewed about circumstances contributing to an infraction; counseled on seriousness of disciplinary proceedings with respect to effecting career objectives, and provided with goals to overcome or minimize the effect of a disciplinary record.

(2) Poor or inconsistent performance. Individuals will be interviewed about factor(s) contributing to poor performance, personal goals within the Navy, and counseled on the importance of professional performance in achieving personal goals.

(3) Personal problems. Individuals will be interviewed to determine the extent of personal problems and to determine contributing factors. Individuals will then be counseled on

personal actions to correct problem(s) or referred to proper counselling authority (ie. chaplain, legal, medical, etc.).

(4) Declining personnel evaluations. Individuals will be interviewed as stated in paragraph 2 above.

d. Action. All candidates for the Petty Officer Quality Control Review Board will be submitted by memorandum to the Commanding Officer via the chain of command. It is expected that referred individuals will have been counseled prior to referral with appropriate documentation for review by the chain of command and the Quality Control Review Board. A written report of the Board's activities, findings and recommendation will be forwarded to the appropriate department head via the Commanding Officer and Executive Officer.

e. Convening dates. The Petty Officer Quality Control Review Board will convene when directed by the Commanding Officer.

#### 410. PHYSICAL SECURITY REVIEW COMMITTEE

a. Basic Function. The Physical Security Review Committee shall advise and assist the Commanding Officer in applying the standards and implementing the programs for physical security as set forth in OPNAVINST 5530.14 and other pertinent directives.

b. Membership

(1) Executive Officer (Chairperson)

(2) Senior Watch Officer

(3) Security Manager

(4) Supply Officer

(5) Public Works Officer

(6) Communications Officer

(7) Operations Officer

(8) Electronics Material Officer

(9) Physical Security Officer

(10) Weapons Officer

c. Procedures. The Physical Security Review Committee shall:

(1) Review the physical security program in accordance with OPNAVINST 5510.45B and make recommendations concerning the security plan to the Commanding Officer as appropriate.

(2) Determine requirements for and evaluate the security provided by security areas.

(3) Review reports of significant losses or security violations and recommend corrective measures.

(4) Develop and review the Emergency Action Plan suitable for meeting all contingencies within the limits of Bermuda's historical and geographic demography.

d. Convening Dates. The Physical Security Review Committee shall meet quarterly at a time designated by the chairperson.

#### 411. PLANNING BOARD FOR TRAINING

a. Basic Function. Assist the Commanding Officer in formulating the training policies and objectives at the commencement of each year's training cycle.

b. Membership. A board composed of the Executive Officer as Chairperson, Command Training Officer, Department Heads, Educational Services Officer will carry out duties as prescribed in the COMOCEANSYSLANTINST and NAVFACBDA Training Manuals and shall perform the following general functions.

(1) Establish the long-range training program and review the quarterly schedules within the program to evaluate the progress of training and future requirements or modifications.

(2) Coordinate the command's indoctrination training program.

(3) Prepare and submit to the Commanding Officer for approval the Long-Range/Quarterly Training Schedule.

#### 412. COMMAND SEAMAN AND SAILOR OF THE QUARTER/YEAR BOARD

a. Purpose. The purpose of this article is to establish a selection board and procedures for choosing the NAVFAC Bermuda "Command Seaman and Sailor of the Quarter" and "Command Seaman and Sailor of the Year."

b. Selection Board. The selection board shall consist of all Chief Petty Officers attached to the command. The Master Chief Petty Officer of the Command shall serve as chairperson and will vote only in case of a tie.

c. Selection Procedures

(1) Quarterly Selection. Command Seaman of the Quarter must be E1-E3 and Sailor of the Quarter must be E4-E6. Any person attached to this command may nominate an individual for these awards. A Plan of the Day notice will be published during the last month of the quarter indicating the deadline for submitting nominations. Nominations will be submitted in writing to the chairperson of the board. The board will meet no later than the fifth day of the first month of the new calendar quarter to carefully consider all nominations. Selection will be based on performance during the preceding calendar quarter.

(a) Nominators may appear in person before the board to speak in support of their written nominations. Although performance is the key factor in making a selection, members of the board will be especially alert for displayed initiative, personal appearance, adaptability, attitude, and trends in these areas. Upon completion of the voting, the chairperson will submit the name of the selectee to the CO via the XO.

(2) Yearly Selection. Nomination procedures for the Sailor of the Year will be the same as those for the Quarter except that all Command Seaman and Sailors of the Quarter for the previous year will be automatically considered for selection as Command Seaman and Sailor of the Year. The selection board will meet no later than the fifteenth of January to make selections for the Year for the current year. Selection will be based on performance during the previous calendar year.

d. Action. A presentation will be made at a time when the command is in formation. The honor will consist of the following:

(1) A letter will be placed in the service member's record as evidence of selection as Command Seaman and Sailor of the Quarter/Year.

(2) An official picture will be placed on local display.

(3) A U.S. Naval Facility, Bermuda plaque, appropriately engraved, will be presented.

(4) A 96-hour on-island liberty pass or a reservation on the NAS C-131 for the awardee (and family) will be arranged for the Sailor of the Quarter.

(5) Command consideration will be given the Sailor of the Year to be nominated as OCEANSYSLANT Sailor of the Year.

(6) A special evaluation will be submitted by the Department Head no later than 20 days after selection.

#### 413. STRIKER SELECTION BOARD

a. Basic Function. The Striker Selection Board will serve to interview all non-designated personnel for rating selection, to motivate, inform, and monitor the progress of all non-designated personnel toward a rewarding career in the Navy. The rating desires of the individual will be considered against qualifications and talents, the requirement of the Command, U.S. Navy, advancement opportunities, etc. The Striker Selection Board may not recommend striker identification under the following conditions:

(1) Striker identification may not be assigned for a rating for which completion of a class "A" School is mandatory for advancement to PO3.

(2) Striker identification may not be assigned to ratings with NMPC entry controls.

(3) Striker identification may not be assigned to a rating for which the parent command has no associated billet within their Manpower Authorization.

b. Membership. Members of the Striker Selection Board will be appointed by the Commanding Officer and designated in the Command Notice 1301.

c. Responsibilities. It is the responsibility of the individual's Leading Petty Officer (LPO) and Division Officer to ascertain the individual's area of general interest, talents, and eligibility. It is also the Division Officer's responsibility to ensure that each non-designated person assigned to Division is actively pursuing a path of advancement. It is the responsibility of the Striker Selection Board to monitor the progress of all non-designated personnel, initiate, and maintain a written Progress Report for all strikers.

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d. Eligibility. All non-rated, non-designated personnel in pay grade E-3 or below shall appear before the Striker Selection Board.

e. Convening Dates. The Striker Selection Board shall convene quarterly at a time designated by the Executive Officer. A report of the meeting will be routed to the Commanding Officer. Copies of the quarterly Striker Selection Board Report will be routed to all Board members and concerned Division Officers for retention.

#### 414. WELFARE AND RECREATION COMMITTEE ADVISORY BOARD

a. Function. Monitors activities of the Welfare and Recreation Committee, providing guidance and/or suggestions, reviews proposed activities in making recommendations to the Commanding Officer.

b. Membership. Established in NAVFACBDANOTE 1301. All Department Heads and the Executive Officer as chairperson, are voting members. The Welfare and Recreation funds custodian and the senior enlisted member of the command are non-voting members.

c. Meetings. The Welfare and Recreation Committee Advisory Board shall meet within seven working days after regularly scheduled Welfare and Recreation Committee meetings.

#### 415. COMMAND TRAINING TEAM

a. Basic Function. Designated by the Command Training Leader to conduct Navy Rights and Responsibilities (NR&R) Workshops. Trained and certified by a Organizational Effectiveness Center Team.

b. Duties, Responsibilities and Authority.

(1) Conduct Workshops.

(2) Provide output from workshops to the Command Training Team Leader for possible inclusion in the Command Affirmative Action Plan.

(3) Assess effectiveness of workshops and recommend modifications.

(4) Identify team needs for additional information and training skills.



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(5) Assist the Human Resources Officer in developing and maintaining Equal Opportunity data file.

c. Organizational Relationship. Reports to the Command Training Leader in the performance of duties.

416. ADDITIONAL BOARDS/COMMITTEES.

a. The following are additional Boards/Committees which purpose and organization are contained in other command/current instructions:

(1) Activity Planning Board (NAVFACBDAINST 11010.3C)

(2) Command Retention Team (NAVFACBDAINST 1040.2)

(3) SURTOPS Qualification Review Board (COMOCEANSYSLANT-INST C5041.2)

(4) Welfare and Recreation Committee (NAVFACBDAINST 1710.1A)

(5) Internal Control Program (ICP) Board (USCINCLANT/CINCLANTFLT 5200.6/SECNAVINST 5200.35)

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## CHAPTER 5 - WATCHES AND DUTIES

### 500. COMMAND DUTY OFFICER (CDO)

a. Basic Function. The Command Duty Officer (CDO) is that Officer, Chief Petty Officer, or First Class Petty Officer, who has been qualified in accordance with the checklist provided by the Senior Watch Officer and is designated by and the direct representative of the Commanding Officer for carrying out the routine of the Naval Facility.

b. Duties, Responsibilities, and Authority. The CDO shall:

(1) Be available to assist the NAS Bermuda Annex OOD in matters pertaining to Naval Facility personnel.

(2) Relieve the watch at 0730. Prior to assuming the watch, receive a briefing from the off-going CDO. The CDO's assumption of duty will be considered official when both the off-going and on-coming CDO's have signed the CDO log. It is the responsibility of the CDO to maintain the log during the watch.

(3) Advise the OWO in matters concerning the general activity and safety of the facility.

(4) In times of emergency, take action as appropriate until relieved by an officer senior in the chain of command.

(5) Conduct frequent inspections to ensure the safety and security of the facility.

(6) Be available to assist in disciplinary matters. Each such occurrence shall be fully documented in the CDO log.

(7) Be responsible for morning colors on normal working days, utilizing the two UEPH watchstanders who have mustered that morning.

(8) Fulfill duties concerning restricted and extra duty personnel in accordance with NAVFACBDAINST 1626.1 A.

(9) Keep advised of routine matters affecting the administration of the facility. Keep informed concerning intentions of the Commanding Officer, Executive Officer, directives from higher authority, and such other matters as concern the Naval Facility.

(10) Conduct a minimum of one round of the Annex and Naval Facility in the evening and two when ships are in at the Annex.

(11) Remain within ten minutes of the command during watch, keeping the OWO informed of whereabouts at all times.

(12) Report in person to the Executive Officer at the end of the normal working day to receive any special instructions to be effected during the watch. (If the Executive Officer is unavailable, carry on).

(13) Sample one meal a day from the Galley A Meal Sampling and Mess Inspection report will be filled out and submitted to the Executive Officer.

c. Organizational Relationship. The Command Duty Officer reports to the Executive Officer in the performance of duties. The Command Duty Officer reports to the Senior Watch Officer for administrative matters.

#### 501. DUTY ELECTRONICS TECHNICIAN

a. Basic Function. The Duty Electronics Technician is assigned to augment the Operations Watch Section and is the representative of the Electronics Material Officer (EMO), responsible for coordinating and/or effecting corrective actions as necessary to ensure the operational integrity of all mission essential electronics systems and equipments for the period of watch.

b. Duties, Responsibilities, and Authority. The Duty Electronics Technician shall:

(1) Keep the Oceanographic Watch Officer (OWO) informed of current status of all mission essential electronics systems and equipments.

(2) Maintain a complete chronological record of all events pertinent to the watch routine including equipment casualties, restoration actions, training conducted, problems encountered during the watch, and such other information relative to watch functions in the Electronics Watch Log.

(3) Provide training or assistance to Operations Watch personnel in power restoration, safety procedures, equipment operation, and such other subjects as required.

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(4) Make hourly rounds of all Electronics spaces after normal working hours, being especially aware of printer paper jams and low paper levels, system display error messages, current/voltage abnormalities on the common control bay charts, etc.

(5) Respond to all requests by operator personnel to investigate suspected system or equipment problems, and report findings and/or corrective action taken, as necessary, to the Watch Coordinator.

(6) Promptly notify the Electronics Material Officer and Electronics Department Leading Chief Petty Officer or Leading Petty Officer of any system, equipment, or power outages affecting primary mission support.

(7) Be responsible for maintaining internal security of all Electronics spaces, ensuring that spaces not occupied are secured.

(8) Promptly report to the OWO any abnormal conditions found during rounds of Electronics spaces.

(9) Be responsible for securing primary/secondary power to systems and equipments during emergency situations as directed by the OWO.

(10) Be thoroughly familiar with all Electronics Department Casualty Control and Emergency Bills.

(11) Be responsible for maintaining the cleanliness of all Electronics spaces during the period of the watch.

(12) Keep the OWO informed of their whereabouts at all times, and report to the OWO on an hourly basis during the period of the watch.

(13) Pick up EMO message traffic from Communications, and outstanding trouble reports from the Watch Coordinator prior to 0745 daily during normal working week and turn over to the Division LPO.

(14) Keep the Electronics Division Leading Petty Officer apprised on all watch functions, equipment casualties incurred, corrective actions taken or pending, problem areas encountered during the watch, etc.

(15) On assuming the watch, read the Pass Down Log (PDL) and carry out any standing orders that may be applicable.

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(16) Promptly respond to all system or equipment casualties. If determined beyond the capability of the watch to resolve, immediately contact the appropriate Work Center Supervisor, or the Electronics Division Leading Chief Petty Officer.

(17) Perform all daily preventive maintenance requirements during weekend duty.

(18) Institute Electronics Division Emergency Recall as directed by the OWO.

(19) Prior to departing the confines of the T-Building, obtain a relief and notify the Electronics Department Leading Chief Petty Officer or Leading Petty Officer and the OWO.

(20) Be responsible for the actions and training of all Under Instruction (UI) Watch Standers assigned during watch, and ensure that UI's are gainfully working towards completing their watch qualifications.

(21) Perform such other duties as may be assigned.

c. Organizational Relationship. The Duty Electronics Technician reports to the OWO in the performance of maintenance duties, ensuring the Electronics Material Officer and Division Leading Chief Petty Officer are kept informed at all times. The Duty Electronics Technician reports to the Electronics Division Leading Petty Officer in the performance of administrative duties.

## 502. GENERATOR WATCH

a. Basic Function. The Generator Watch shall be responsible for the maintenance and performance of station generators and related systems during the period of watch. Due to the critical need for power and the necessary reaction time if a problem occurs, Generator Watch personnel must stay current on the watch standing orders and operating instructions contained in the Public Works Department's Organization and Regulation Manual.

b. Duties and Responsibilities. The Generator Watch shall:

(1) Conform to all watchstanding directives and policies of the Public Works Department applicable to the Generator Watch.

(2) Report by phone to the OWO (Ext. 7305) on the hour from 1700 to 2400 on normal work days and from 0800 to 2400 on holidays and weekends. If the Generator Watch fails to report, the OWO will follow-up to ascertain the reason, being concerned with personnel safety.

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(3) Notify the OWO, EMO and Public Works Generator Shop LPO if for any reason checks cannot be made, if unusual conditions of any kind are noted, in the event of a casualty, or if in doubt about any given situation. Ensure any entry is made in the Generator Watch Log concerning action taken and personnel notified.

(4) Ensure that access to the generator shop spaces is restricted to authorized personnel only, and that doors to the engine room are kept closed at all times to prevent the entry of foreign materials. The rear door to the engine room will be kept closed and latched in place to prevent it from being opened from the outside.

(5) Sweep down the generator shop, bunk room, and head and empty all trash cans in the dumpster. The head will be swept down and swabbed, the wash basin will be cleaned and the duty bunk will be made prior to being relieved. The on-coming watch will ensure cleanliness and proper operation prior to relieving the watch. The on-coming and off-going watch will make a round together prior to relieving. The watch will be held responsible for the proper operation and cleanliness of assigned spaces.

(6) Exchange watches only with prior approval of the Senior Watch Officer and Public Works LCPO.

(7) Maintain the status board and all logs on an up-to-the-minute basis. The Generator Watch will prepare the daily status report at 2400.

(8) Adhere strictly to all safety precautions, promptly reporting any safety hazards to the Shop LPO or the assistant LPO, and the OWO, and make an entry in the Generator Watch Log.

(9) Be able to transfer fuel oil from storage tank number 3 as often as necessary to prevent tanks 1 and 2 from falling below 50% of capacity. The pumping station will be in constant attendance while fuel oil is being transferred to prevent overflow.

(10) Ensure that whenever the 350KW emergency diesel generators are in operation, watches will be stood in the engine room two (2) hours at a time. The watch will not leave the engine room except in the line of duty or when properly relieved.

(11) Loan out tools or machinery only with proper authorization from the Shop LPO or the assistant LPO.

(12) During a fire, man the AN/PRC-91 (Oscar Tango Two) and be prepared to secure power upon order of the CDO or OWO.

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(13) During a security alert, man the AN/PRC-91 (Oscar Tango Two) and report to the Oceanographic Watch Officer. Hold a security check of the generator room and all other assigned areas, locking appropriate doors. Upon completion, station in the generator room and await further orders from the CDO or OWO.

(14) During Emergency Destruction, station in the generator room and await further orders from the CDO and OWO.

(15) During Gale/Storm/Hurricane Condition One, two personnel will normally be assigned to the generator watch for duty in the generator spaces. These personnel shall assist the CDO/OWO in areas which concern the power plants.

(16) During bomb threats, closely examine all Engine Room and Bunk Room equipment for foreign and contraband material and immediately notify the CDO/OWO upon completion and/or discovery of such items.

(17) Train new personnel in the proper procedures for standing the Generator Watch. When personnel under instruction are considered qualified and the Generator Watch check-off sheet has been completed, the sheet will be submitted to the Shop LPO. Prior to being certified as a qualified Generator Watch, the individual must demonstrate proficiency to the Shop LPO and the PWD LCPO in any of the emergency situations which might arise during the watch.

(18) Report any discrepancies found by the Generator Watch concerning the Air Conditioning systems immediately to the PWD LCPO or Public Works Officer.

(19) Make temporary emergency repairs of the plumbing system or cypher doors. Electrical emergencies will be repaired only by an electrician.

c. Organizational Relationship. The Generator Watch reports to the OWO in watch standing functions and the Public Works LCPO in performance of duties.

503. PERIMETER WATCH/ROVING PATROL (Reference NAVFACBDAINST 5510.1 and the Roving Patrol Standing Orders)

a. Basic Function. The Perimeter Watch/Roving Patrol is responsible for ensuring the security of the compound.

b. Duties, Responsibilities and Authority. The Perimeter Watch/Roving Patrol shall:



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(1) Maintain the internal security of the Naval Facility compound by visually and physically checking the two vehicle access gates, and the pedestrian gate for "Locked" condition when not in use or when a gate watch is posted.

(2) Maintenance of building integrity of all compound structures; specifically:

(a) Building 21. All cypher lock doors, allowing access from the exterior of the building shall be checked once per hour. Ensure the air conditioning control room door is locked.

(b) Building 22. The Generator Room will be secured after normal working hours. The double doors on the north end of the building must be secured and the generator door will be locked.

(c) Building 6. The Builders Shop sliding door will be locked unless maintenance watch is posted and in the compound. The main access door must be padlocked after the expiration of normal working hours.

(d) Ensure paint locker is locked.

(e) Ensure cable termination chamber and vacuum system rooms are locked.

(3) The physical security of the perimeter fence shall be inspected hourly and a report made to the OWO.

(4) The use of physical force to restrain personnel attempting to gain access shall be avoided if possible. All visitors who attempt access to the Naval Facility after normal working hours will remain outside the gate until such time as identification has been established.

(5) When in doubt of any suspicious activity or attempted unauthorized access, immediately request that the SAB Alert Team be set via telephone or the most expeditious means available.

(6) Be equipped with a PRC and flashlight during evening rounds. Radio checks with the OWO shall be made at least once each patrol.

(7) During evening hours ensure that all security lighting throughout the compound is operational, reporting any discrepancies to the OWO.

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c. Organizational Relationship. The Perimeter Watch/Roving Patrol reports to the Section Leader in the performance of duties.

#### 504. GATE GUARD WATCH

a. Basic Function. To allow only authorized personnel access to the Naval Facility and to receive visitors.

b. Duties, Responsibilities and Authority

(1) The gate guard watch will man the gate 24 hours daily. Watch rotation be in accordance with the Gate Sentry Watch Bill.

(2) All watches will be stood the uniform of the day.

(3) The watch will control the security badge issuing and retrieval of all personnel entering and departing the compound during the period of the watch. Any personnel who do not have a badge in their possession shall have their military ID card checked against a list of personnel who are authorized access. When the gate guard is satisfied, the person will be allowed access into the compound. Any problems that arise, or any point of contention, shall be addressed to the Chief-Master-At-Arms first or any senior military member of the command for resolution. Visitors will be provided an escort by calling and informing the designated department of the visitor.

(4) At no time will the gate be left unattended.

(5) Be responsible for the cleanliness of the Guard Shack during the period of watch.

c. Organizational Relationship. The gate watch reports to the Chief-Master-At-Arms in the performance of their duties and the OWO during off hours.

505. COLOR GUARD

a. Basic Function. The Color Guard shall be responsible for performing at NAVFAC inspections and parades.

b. Duties, Responsibilities and Authority. The Color Guard will present and parade the colors at the assigned function.

c. Organizational Relationship. The Color Guard reports to the Command Master Chief in the performance of their duties.

506. BARRACKS 1439 FIRE AND SECURITY WATCH

a. Basic Function. The BEQ 1439 Fire and Security Watch is responsible for maintaining order, Navy, and local BEQ regulations in reference to all occupants and their guests.

b. Duties, Responsibilities, and Authority. The BEQ 1439 Fire and Security Watch shall:

(1) Muster daily at 0730 with the NAVFAC Command Duty Officer (CDO). Muster is held in the Admin spaces on working days and in the BEQ manager's office on non-work days.

(2) Carry out morning colors as directed by the CDO during the workweek.

(3) Arrive fifteen (15) minutes prior to the commencement of watch to facilitate proper and complete turnover.

(4) Not consume intoxicants six (6) hours prior to the commencement of the duty day (0745).

(5) Stand watch in the prescribed uniform.

(6) Remain awake and alert at all times.

(7) Be familiar with the BEQ complex, including location of specific rooms, alarms, and telephone systems.

(8) Rehearse the actions that would be taken in response to various emergency situations; i.e., contact the Annex JOOD, OOD, NAVFAC CDO, duty Corpsman, Fire Department, etc.

(9) Be alert for incidents occurring near and directly within the BEQ complex.

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(10) Not read any material other than military courses and logs associated with the performance of duties.

(11) Not engage in any action or activity that hinders the ability to perform duties correctly. Example: watch TV, video, or computer games, playing pool, listening to the radio, social phone calls, visitor or guests while on watch, etc.

(12) Conduct continuous roving patrol of all three decks, including lounges and laundry rooms.

(13) Maintain cleanliness and prevent safety, fire hazards. Using discretion and diplomacy, the TV and laundry rooms can be secured until cleaned and cleared of all debris.

(14) Police the area around the BEQ complex as required.

(15) Maintain the BEQ Fire and Security Watch log book with required entries and noting material discrepancies found during the watch.

(16) Notify the Annex OOD/CDO of all incidents occurring on watch.

(17) Report to the Annex JOOD on each hour by phone.

(18) Be aware of the personnel in the common areas of the BEQ after taps (2200 daily), and discourage loitering, removing all non-residents from the building upon the securing of visiting hours.

(19) Ensure that all exit doors and fire doors are secure.

(20) Ensure that non-residents; i.e., shipboard personnel, civilians, military dependents who are not authorized or escorted are not allowed in the BEQ. The facilities of the BEQ; laundry, TV and lounge rooms, are specifically for residents only.

(21) Remain on watch until properly relieved.

c. Organizational Relationship. The BEQ 1439 Fire and Security Watch is directly responsible to the Annex OOD/CDO. NAVFAC CDO will only be contacted after the Annex OOD has been contacted.

CHAPTER 6 - BILLS

600. ALERT CONDITIONS BILLS - (LERTCONS)

a. Purpose. To prescribe procedures and assign responsibilities for action to be taken for an alert condition change in accordance with CINCLANTFLTINST S3301.1A

b. Discussion. Action required for a LERTCON change depends upon the designated change.

c. In all instances the OWO shall:

(1) Notify all watch personnel, CO, XO, CDO and Operations Officer.

(2) Send a formal reply when required in accordance with CINCLANTFLTINST S3301.1A.

(3) Carry out all duties IAW CINCLANTFLTINST S3301.1A.

d. The Command Duty Officer shall:

(1) Notify the Security Manager.

(2) Ensure that appropriate security measures are carried out for the protection of the NAVFAC compound, if applicable.

(3) Carry out all actions specified in CINCLANTFLTINST S3301.1A.

(4) Carry out all duties specified in CDO Ready Reference Handbook.

601. BOMB THREAT BILL

a. General. While the possibility of a valid bomb threat to the Naval Facility is considered remote, a comprehensive and efficient Bomb Threat Bill remains essential. Although most bomb threats will prove to be a hoax, all threats will be treated as valid until overwhelming evidence to the contrary is available. If a hazardous device is found, experts will be called in to dispose of the device. Reference NAVFACBDAINST 5510.1.

b. Organization. A Bomb Threat Investigation and Search Team will be assembled by the Command Duty Officer. Members of this team will be chosen on a basis of their maturity, sound judgement and knowledge of areas to be searched. There will normally be a representative from each division or work space.

c. Action. Division Officers/Work Center Supervisors will ensure that the Watch, Quarter, and Station Bill is kept up to date, designating those personnel best qualified to conduct a search. The person receiving the bomb threat phone call shall comply with the following procedures:

(1) Attempt to extract as much information as possible from the caller to help assess the credibility of the call. Specifically, the call receiver shall utilize the Bomb Threat check-off sheet and attempt to obtain the following information:

(a) The exact time the call was received.

(b) As nearly as possible the exact transcription of the call.

(c) The location of the bomb.

(d) Type of detonation device (magnetic, fuse, time, shock, etc.)

(e) Description of the device (size, shape, color, etc.)

(2) Attempt to evaluate the telephone call in the following manner:

(a) Sex of caller.

(b) Age of caller (young or old).

(c) Nationality or regional characteristics of caller's accent.

(d) Background noise (machinery, music, totally quiet, etc.).

(3) DO NOT HANG UP THE PHONE!!!

(4) As soon as the information is obtained, use a different telephone and notify the OWO.

d. The OWO shall

(1) Notify the Telephone Trouble Desk and request the call be traced. This can only be done if the person who received the threat left the telephone off the hook.

(2) Evacuate all non-essential personnel to the Tudor Hill access road area, keeping only those personnel essential to the operations watch and physical security. If a detonation time was stated and the threat is believed to be valid, 30 minutes prior to stated time evacuate all personnel until 30 minutes after detonation time.

(3) Notify the Command Duty Officer, Commanding Officer, Executive Officer, all Department Heads, Duty Electronics Technician, and Generator Watch.

(4) Direct the gate sentry to secure the compound and not let any personnel enter the compound without the explicit consent of the Commanding Officer, Executive Officer, or the Command Duty Officer.

(5) Release an immediate message to COMOCEANSYSLANT, Norfolk, VA (and call the CDO at COSL) and ensure a personal phone call is made to the COORDINATING AUTHORITY, Bermuda containing all pertinent information regarding the bomb threat.

(6) Inform Tudor Hill Lab that a bomb threat has been received at the Naval Facility.

(7) Notify the Annex Fire Department, Dispensary, and the Naval Investigative Service at NAS Bermuda.

(8) Prepare for a search by securing all unnecessary equipment and turning on all lights, opening all doors and windows, and having keys available to all spaces.

(9) Draft an OPRP-3 message as outlined in OPNAVINST C3100.6 This message must be released by the Commanding Officer or Executive Officer.

e. The Command Duty Officer shall:

(1) REPORT IMMEDIATELY TO THE NAVAL FACILITY. Compile an accurate muster of personnel available to assist in the search. Initiate emergency actions and direct additional personnel to the muster point.

(2) Form search parties and coordinate A thorough search of all spaces. While searching for explosive devices keep the following items in mind:

(a) Search the areas that you know best.

(b) Start outside at ground level and work up, check-  
ing holes, cars, trash cans, and leaves.

NAVFACBDAINST 5400.1M  
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(c) Let the OWO know when you have finished searching a specific area.

(d) Check the elevator, store rooms, A/C spaces, equipment panels, etc. listening for any unusual sound.

(e) The Team Leader should pick an item of a certain height. First search everything up to the height then proceed to the remainder of the room. Seal the door with tape.

(f) Beware of hazards, such as hot water pipes, electrical circuits, overhead supports, operating machinery and alarm systems.

(3) Have the following materials available for the search teams:

(a) Flashlights

(b) Masking tape/rope

(c) Screwdrivers/crescent wrenches

(d) Magic marker and sign materials

(4) Prepare to implement the fire bill. Organize fire party #2 from additional personnel reporting to mustering point. As a minimum ensure that this party is fully manned and standing by until the all clear is passed by competent authority.

(5) In the event an explosion occurs, prior to or during the search, take necessary actions to minimize equipment and personnel casualties.

(6) Personally inspect all suspicious items reported by the search teams. Do not handle any suspected items under any circumstances. Call the NAS Bermuda OOD and request EOD services. Also forward a direct request to NAS Bermuda and info the nearest activity having operational control of an EOD team.

FM NAVFAC BERMUDA  
TO NAS BERMUDA  
INFO COMOCEANSYSLANT NORFOLK VA  
NAS CHARLESTON SC

C O N F I D E N T I A L //N08027//

SUBJ: EOD SERVICES (U)



(7) Make recommendation to the Commanding Officer or absence the next senior officer present on action to be taken in the Commanding Officers absence.

f. Search team member shall:

(1) Under the instruction of the Command Duty Officer conduct a methodical and complete search in your assigned area. When searching interior spaces, the size, shape, and contents of the space will determine the best method of search. Ensure that no area or container is overlooked, paying particular attention to plumbing, electrical distribution boxes, overhead supports, and operating machinery. If searching outside areas, pay particular attention to the exterior sides and tops of structures as well as manholes, vehicles and exposed vent pipes.

(2) If a suspicious device or explosive device is found:

(a) Don't panic, don't move it and don't forget about it.

(b) Warn everyone in the area.

(c) Notify the CDO and OWO

(d) Mark off the area with tape, rope and signs if possible.

(e) Allow no one to examine or touch the object until the arrival of the CDO.

(3) Upon the conclusion of the investigation of the assigned area, report the results to the CDO and return to the center mustering point. IN NO CASE loiter in the vicinity of the Naval Facility or assist others unless specifically instructed to do so.

602. EMERGENCY ACTION PLAN (EAP) BILL

a. Purpose. To provide for removal or destruction of classified material and equipment in order to prevent compromise through capture or natural disaster. The Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1G) sets forth general procedures for emergency destruction.

b. Responsibility. The Security Manager shall be responsible for establishing and maintaining up to date EAP procedures in the event that destruction or removal of classified material and equipment is deemed necessary. These procedures are contained in NAVFACBDAINST 5511.2.

(1) Personnel from all departments within the command shall be assigned as necessary to ensure that the EAP can be carried out in a rapid and thorough manner.

(2) Rapid recall of personnel shall be initiated by the Operations Watch Officer in accordance with the Fast Reaction Procedures Publication held by the Operations Watch Officer.

(3) The Operations Watch Officer, assisted by the Command Duty Officer, shall oversee all destruction efforts and properly maintain all master destruction records.

(4) Officers having classified material containers shall ensure that workable combinations for their security containers are on file with the CMS Custodian.

(5) The CMS Custodian shall ensure that envelopes which contain combinations are properly sealed. The flap of the seal will be signed and covered with tape to ensure that the envelope cannot be opened without disturbing the signature. In the event that a combination envelope must be opened, the officer whose signature is on the opened envelope must be notified as soon as possible.

c. Activation Authority. Emergency destruction will normally be executed by the Commanding Officer, or in the Commanding Officer's absence, the Executive Officer, the Operations Officer or the Operations Watch Officer in that order.

d. Reports. The Security Manager will ensure that the procedures for destroying communications material includes provision for making reports as outlined in KAG-1 and ACP 122.

e. Type Commander Notification. At the onset of a situation which would require the EAP to be activated, COMOCEANSYSLANT shall be notified by the most expeditious means available, followed by an OPREP-3 report in accordance with the Fast Reaction Procedures Publication held by the Operations Watch Officer.

603. FIRE BILL (Confined to the boundaries of NAVFAC Bermuda)  
(Reference COMOCEANSYSLANTINST 11320.2)

a. Purpose. The purpose of this bill is to provide a fire fighting organization, prescribe procedures and assign responsibilities for action to be taken when fire occurs within the confines of the U.S. Naval Facility, Bermuda.

b. Information. This command receives fire fighting support from the U.S. Naval Air Station Annex and the Bermuda Fire Department. However it is essential that all hands be aware that the availability of this fire fighting support in no way relieves this command of the responsibility for fire fighting within its own boundaries. Each individual aboard this command shall be instructed in fire safety precautions procedures in the event of fire and the use of installed portable fire protection/fire fighting equipment. The following basic philosophy with regard to NAVFAC Bermuda fire fighting and training shall prevail:

(1) For fires in the T-building or the generator shop:

(a) Activate the fire alarm and report to the OWO stating the type of fire, location, and if known, the extent of the fire.

(b) If electrical fire or unsure, secure electrical power to the affected building.

(c) Person discovering the fire will attempt to contain the fire with the appropriate type of fire extinguishers..

(d) Ensure that all non-essential personnel are cleared from the area.

(2) For fires not in the T-building or generator shop:

(a) Activate the fire alarm and report fire to OWO stating the type of fire, location, and if known, the size of the fire.

(b) Person discovering the fire will attempt to contain the fire with the appropriate type of fire extinguisher.

(3) In either of the two cases discussed above, the professional services of the Annex fire department should be at the scene within five minutes. When they arrive, the On Scene Leader (OSL) will brief the Fire Chief and turn over the fire fighting effort. NAVFAC Fire Parties will at that time be placed at the disposal of the Annex Fire Chief.

(4) The following protection/detection alarm systems are installed at Naval Facility, Bermuda:

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(a) Manually activated alarm. These alarms are activated at red pull boxes located throughout the NAVFAC. When activated the alarm sounds at the NAVFAC and NAS Annex Fire station simultaneously. When this alarm sounds, all personnel not assigned fire party stations muster with the CDO at the ocean side of the Naval Facility.

(b) Automatic activated alarm. This alarm will automatically sound when any installed CO2 system is activated. When this alarm sounds, all personnel not assigned fire party stations muster with the CDO at the ocean side of the Naval Facility.

(c) Smoke sensor alarm. Smoke sensor alarms are installed in the second deck. When a smoke sensor alarm sounds the second deck shall immediately be searched by the fire party for the cause of the alarm. If a fire is present/obvious, procedures for normal reporting and fire fighting shall be followed.

(5) The following CO2 systems are installed at Naval Facility, Bermuda. All hands are responsible for knowledge regarding the location of all fire fighting equipment within their spaces:

(a) Fixed hose/reel CO2 system. Located on the first and third deck, these systems are activated at the hose/reel stations. The hose/reel station when activated is supplied in sequence by five 100 pound CO2 cylinders. A fixed hose/reel CO2 system is also located in the generator shop. When activated, the generator shop hose/reel stations are supplied by three 100 pound CO2 cylinders.

(b) Portable 50lb CO2 cylinders. These cylinders are strategically located throughout the NAVFAC.

(c) Portable 15lb CO2 cylinders. These cylinders are mounted in several locations through the NAVFAC.

(6) Two portable 150 pound PKP bottles are located inside the generator shop.

(7) 4 sets of fire gear will be permanently retained on the third deck of the T-building Operations spaces and stairwell.

c. Responsibility Of Fire Marshal and Fire Chief

(1) The Fire Marshal is responsible for:

(a) The comprehensiveness and accuracy of this bill and all necessary changes thereto, subject to the approval of the Commanding Officer, with inputs from the Command Training Officer and Executive Officer.

(b) Conducting, with the assistance of the NAVFAC Fire Chief, a minimum of one unannounced fire drill per watch section each quarter (watch section only).

(c) Conducting, with the assistance of the NAVFAC Fire Chief, a minimum of one unannounced command wide fire drill per quarter to evaluate Fire Party #1, muster Fire Party #2, and in the event of a night drill, muster Fire Party #3.

(d) Conducting, with the assistance of the NAVFAC Fire Chief and the NAS Annex Fire Chief, training during Command GMT to include: first aid, fire fighting procedures, and fire prevention.

(e) Conducting, with the assistance of the NAVFAC Fire Chief, NAS Annex Fire Chief and the Operations Training Officer, monthly watch section training to include: first aid, firefighting procedures and fire prevention.

(f) Forwarding all schedules and training documentations to the Command Training Officer for record purposes.

(g) The overall effectiveness of the command fire-fighting forces and the fire prevention/protection program, reporting to the Commanding Officer via the Executive Officer in the performance of these duties.

(2) The Fire Chief is responsible for:

(a) Ensuring that all fire fighting equipment is maintained in accordance with established PMS procedures and/or LANTDIV instructions/directives reporting any discrepancies and the progress of all corrective action to the Fire Marshal.

(b) Functioning as an observer/recorder during all command fire drills, assisting the Fire Marshal in critiquing fire party personnel of any discrepancies noted during the drill.

(c) Ensuring inspection of alarm systems, NAVFAC buildings, and fire protection/fire fighting equipment are conducted in accordance with applicable directives/instructions.

(3) Department Heads shall be responsible for:

(a) Ensuring that personnel assigned to fire stations are properly qualified and trained.

(b) Ensuring that the Watch, Quarter and Station Bill is current at all times regarding assignments which are filled by their department.

(4) Oceanographic Watch Officer shall be responsible for:

(a) Conducting monthly watch section fire drills, reporting any discrepancies noted to the Fire Marshal via Operations Training Officer.

(5) SURTOPS Officer shall be responsible for:

(a) Providing a copy of watch section drill critiques to the Fire Marshal including any problem areas noted.

d. Organization. The Naval Facility's fire fighting organization is composed of three separate fire parties.

(1) Fire Party #1. Fire Party #1 consists of on-watch personnel. This fire party shall initiate fire fighting efforts and shall call for assistance from Fire Party #2 as needed.

(2) Fire Party #2. Fire Party #2 is the Public Works Department. Fire Party #2 will muster on the ocean side of the NAVFAC and will be utilized as required by the Operations Watch Section LPO/On Scene Leader.

(3) Fire Party #3. Fire Party #3 consists of all NAVFAC personnel in BEQ 1439A at the time of the fire and personnel who have mustered on the Ocean Side of the NAVFAC, if any.

(4) In a T-Building/Compound Fire the CDO is responsible for:

(a) Mustering by division/department all NAVFAC personnel not involved in fire fighting on the ocean side of the NAVFAC and readying a portion of these personnel to assist in fire fighting efforts if needed.

(b) Reporting to OWO the results of the muster and to the On Scene Leader manpower available.

(c) Notify the Gate Sentry to open the Main Gate for Emergency vehicle access.

(d) Coordinating with the On Scene Leader at the conclusion of a fire to review procedures and enter significant events in the CDO Log.

(5) In a Barracks Fire the CDO is responsible for:

(a) Ensuring that the OWO has notified appropriate personnel.

(b) Proceed to scene of fire and muster as completely as possible all NAVFAC personnel residing in the Barracks.

e. Action

(1) A person discovering a fire will immediately sound the alarm, then notify the OWO as to the location, type, and extent of the fire. The OWO will then if possible make an effort to contain the fire until Fire Party #1 arrives at the scene.

(2) If the person discovering the fire is unable to sound the alarm, notify the OWO by any means available.

(3) The OWO upon hearing the fire alarm or having been notified of a fire shall:

(a) Inform the following personnel, as rapidly as possible, of the location, type, and extent of fire:

Commanding Officer  
All Watch Personnel  
Naval Air Station Annex Fire Department  
NAVFAC Public Works Officer  
Command Duty Officer  
Executive Officer  
BEQ 1439A MAA  
Naval Air Station Annex Main Gate  
Ambulance (If necessary)

(b) Establish radio contact with the following:

Oscar Tango #0-----All Stations  
Oscar Tango #1-----OWO  
Oscar Tango #2-----Generator Watch  
Oscar Tango #3-----Duty ET  
Oscar Tango #4-----LPO/OSL  
Oscar Tango #5-----Fire Party #2  
Oscar Tango #6-----CDO

(c) If informed that the fire is within the T-building, ensure that the generator watch has secured power and all air movers in the affected building.

(d) If informed that the fire is located in the T-building, exclusive to the Third Deck, secure the remaining watch personnel and accompany them to assist Fire Party #1.

(5) The Operations Watch Section LPO is the On Scene Leader (OSL). The On Scene Leader has the ultimate responsibility to direct the fire fighting party unless relieved by higher authority. Upon being notified of a fire, the OSL will:

(a) Pick up a hand-held two-way radio from the OWO. Take charge of Fire Party #1 and proceed to the scene of the fire.

(b) Direct Fire Party #1 in their actions, advising the OWO of assistance as required by means of the portable transceiver.

(c) The OSL shall direct the fire party in the following manner:

(1) Investigation of the fire and adjoining spaces.

(2) Removal of injured or incapacitated personnel.

(3) Extinguishing the fire.

(4) Setting the reflash watch.

(6) Fire Party #1 will consist of:

(a) Scott Air Pack #1----- (SAP #1)

(b) Scott Air Pack #2----- (SAP #2)

(c) Water Pump Operator #1--- (WP #1)

(d) First Aid----- (1st Aid)

(e) Messenger----- (MES)

(f) Nozzleman #1----- (N.M.#1/SAP #3)

(g) Hose Handler #1----- (H.H #1)

(h) Nozzleman #2----- (N.M. #2)



(i) Hose Handler #2----- (H.H. #2)

(j) Fire Hydrant Operator--- (F.H. #2)

(k) Gate Sentry----- (G.S.)

(7) Duties of Fire Party #1 personnel are:

(a) Scott Air Pack #1 (SAP #1)

(1) Put on Scott Air Pack located on the 3rd deck and take the battle lantern at the 3rd deck cypher door to the scene of the fire.

(2) At all times ensuring personal safety, report the class and extent of the fire and any trapped or injured personnel to the On Scene Leader (OSL).

(3) Be number one investigator at the scene of the fire.

(4) At no time will SAP #1 enter a building unless accompanied by SAP #2.

(b) Scott Air Pack #2 (SAP #2)

(1) Put on second Scott Air Pack located on the 3rd deck and accompany SAP #1 to scene of fire.

(2) Provide backup for SAP #1 to ensure safety. SAP #2 will assist SAP #1 to investigate the fire as directed by the On Scene Leader.

(3) Assume duties of SAP #1 in the event of absence.

(c) Water Pump Operator #1 (WP #1)

(1) For all fires, proceed to the water pump located in the rear of the generator building and start pump only after hydrant has been opened.

(2) The electric pump is the only source for water supplied to the hydrants.

(3) After pump is started, WP #1 will report to the On Scene Leader.

(d) First Aid Person (1st Aid):

(1) Take the First Aid Kit and stretcher located under the 1st deck stairwell to the scene of the fire.

(2) Notify the OWO if in need of an ambulance.

(3) Treat all injuries to the utmost of until Annex medical assistance arrives.

(e) Messenger (MES):

(1) Carry out any communications between the OSL and the OWO in the event of a AN/PRC failure.

(2) Stand by as directed by the OSL to fill any position of Fire Team #1 as needed.

(3) Be familiar in all Fire Party #1 positions.

(f) Nozzleman #1 (NM#1/SAP#3):

(1) Take the D.C. cart located under the first deck stairwell to the scene of the fire and put on Scott Air Pack #3 gear.

(2) NM #1 is lead person on a hose for a Class "A" fire.

(g) Hose Handler #1 (HH #1):

(1) Take hose from hose house, as directed by the On Scene Leader (OSL), to the scene of the fire.

(2) Be prepared to modify the hose as necessary.

(3) Maintain position behind Nozzleman #1 (NM #1) while fighting the fire.

(4) Assist NM #2 in the proper stowage of all fire hose after a fire or drill.

(h) Nozzleman #2 (NM #2):

(1) Take hose from the hose house, as directed by On Scene Leader (OSL), to scene of fire.

(2) Maintain position on second hose to back up to NM #1.

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(3) Be responsible for proper storage of all fire hose after a fire or drill, assisted by HH #1 and 2.

(i) Hose Handler #2 (HH #2):

(1) Take hose from hose house, as directed by the On Scene Leader to scene of fire.

(2) Be prepared to modify the hose as necessary.

(3) Maintain position behind Nozzleman #2 (NM #2) while fighting the fire.

(4) Assist NM #2 in the proper stowage of all fire hose after a fire or drill.

(j) Fire Hydrant Operator (FH):

(1) Connect hoses to hydrant.

(2) Charge hoses when directed by the On Scene Leader (OSL).

(3) Deliver additional equipment as required by the fire party.

(8) Generator Watch, upon being alerted of a fire, will:

(a) Man AN/PRC-91A located in the generator spaces.

(b) When directed by the On Scene Leader or OWO secure all air movers.

(c) Secure Bus A and B or BELCO when directed by the OWO or OSL.

(d) Stand by to receive instructions from OSL via transceiver.

604. PERSONNEL INSPECTION BILL

a. Times/Places/Uniforms, and any other necessary information about personnel inspections shall be published in the POD.

b. Procedure

(1) For command inspections the command formation shall consist of four divisions. One consisting of officers and chief petty officers, and three equal strength divisions of enlisted personnel.

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(2) Division Officers commanding each division shall be designated prior to the inspection.

(3) When ready to inspect, the Executive Officer commands PREPARE FOR INSPECTION. At this command, the Division Officers open ranks by divisions. The right division executes the initial movement. The second division opens ranks when the front rank of the first division has been aligned. The third and subsequent divisions do not begin to open ranks until the front rank of the division to the right has been aligned. All Division Officers align their ranks on the corresponding rank of the division to their right. After verifying the alignment of the rear rank, each Division Officer faces to the right in marching, moves 3 paces beyond the front rank, faces the left, and commands READY, FRONT; COVER; after giving the command COVER, each Division Officer takes one step forward and faces to the front, thereby being in a position 3 paces in front of the right guide of the front rank of their respective division. It is at this post that the Division Officer receives the Inspecting Officer.

(4) When all ranks have been opened, the Executive Officer commands AT EASE. The Inspecting Officer then inspects the command. A designated command recorder follows the Inspecting Officer. The inspection begins at the right of the line. As the Inspecting Officer approaches each Division its Division Officer brings the Division to attention and salutes. After being personally inspected, the Division Officer takes position on the right of the Inspecting Officer, and precedes the Inspecting Officer during the entire inspection down the front and rear of each rank. The Inspecting Officer may direct that ranks having been or not yet inspected be given at ease while others are being inspected. In this case, the Division Officer complies and brings them to attention for inspection at the proper time.

(5) The inspection is made from right to left in the front, and from left to right in the rear of each rank. After inspecting the Division Officer, the Inspecting Officer moves around the Division Officer's left to a position in front of the right flank person in the first rank. The inspector will move from person to person by stepping off to the right in marching, halting, and executing a left face. The Division Officer must move in the same manner so as not to be in the Inspecting Officer's way.

(6) Upon completion of the inspection of the Division, the Division Officer, having led the Inspecting Officer down the rear of the last rank, executes column left and halts when 3 paces beyond the right guide of the first rank. Then resumes the original position. The Inspecting Officer passes to the right,

faces to the left in marching, halts, and executes a left face. The inspector will then give the Division Officer any instructions necessary. The Division Officer and Inspecting Officer exchange salutes and the latter proceeds to the next Division.

(7) Upon completion of the inspection of each Division its Division Officer faces left and orders CLOSE RANKS, MARCH. At the command MARCH, the Division Officer moves by the most direct route and a post 6 paces in front of the center of the Division.

c. Reports

(1) The Executive Officer shall report to the Inspecting Officer "Sir/Ma'am United States Naval Facility Bermuda standing by for inspection."

(2) Designated Division Officers shall report to the Inspecting Officer either "Sir/Ma'am, all present and accounted for" or "Sir/Ma'am, (number) sailor(s) absent."

605. SABOTAGE ALERT BILL

a. Purpose. The purpose of this bill is to familiarize personnel with acts of sabotage, provide an anti-sabotage organization, prescribe procedures and assign responsibilities for action to be taken when acts of sabotage occur within the confines of the U.S. Naval Facility, Bermuda.

b. Scope

(1) Sabotage, in a broad sense, may be defined as the intentional commission of any act of damage, or to impede our mission, or which may have an adverse effect on command operations.

(2) The tools and methods of the saboteur are limited only by skill and ingenuity. Simple but deadly devices can be constructed from readily available materials. Effectiveness is limited only by access to targeted installations/equipments.

c. Responsibility. Department heads are responsible for ensuring that the Watch, Quarter and Station Bill is current at all times for their departments.

d. Organization. The Naval Facility "Sabotage Alert Team" will be comprised of the Operations Watch Personnel, supplemented by such personnel as may be provided by the Marine Response Force. In any case, the Naval Facility Command Duty Officer or Oceanographic Watch Officer may use such personnel who are available, as deemed necessary.

e. Action. Tripping of the Sabotage Alert Warning Device in case of a possible sabotage or breach of physical security shall warrant the following action:

(1) Command Duty Officer

(a) When notified that the Sabotage Alert Bill has been implemented, report immediately to the Naval Facility compound and direct the efforts of naval personnel in coordination with the senior Marine Corps member if present.

(b) Maintain constant communications with the OWO via telephone or PRC transceiver as appropriate.

(c) In the event of physical damage or outbreak of fire resulting from a sabotage attempt, take the necessary steps to extinguish fires and ensure necessary repairs are accomplished expeditiously.

(2) OWO

(a) Dispatch initial response team consisting of Investigator #1, Investigator #2, and possibly a third member, (dictated by situation). Investigator #2 will have a PRC or other communications system. Team members will remain in sight of one another at all times, but will be separated in distance. In DEFCONS 4/5 the initial reaction team will usually be unarmed. Upon report from the response team that further action is required, the OWO will continue through items b through g.

(b) Dispatch the Sabotage Alert Team in accordance with provisions of this article and ensure the compound gate is locked.

(c) Receive reports that all stations are manned and secure.

(d) Notify the Commanding Officer, Executive Officer, Command Duty Officer, Operations Officer, Physical Security Officer, and Naval Air Station OOD that a Sabotage Alert is in effect. In no way shall these notifications be the cause of delay in ensuring Physical Integrity and protection of government property or safety of personnel.

(e) Receive up-to-date status reports from all personnel and forward this information to higher authority.

(f) Make provisions to execute the Emergency Destruction Bill if the situation warrants.

(g) As time and personnel permit, continue the operations watch, forwarding all necessary information to COMOCEANSYSLANT.

(3) Remaining assignments are made in accordance with billet numbers appearing in the Operations Department Watch, Quarter and Station Bill. Below are listed the last two digits of each billet number. The digits are normally preceded by the appropriate section number (e.g., billet number 7305 would apply to the person filling billet 05 in section 3).

(a) Billet 01. Draw shot gun and five rounds of ammunition from the weapons locker and take station at the side door on the first deck by the elevator.

(b) Billet 02. Draw shotgun and five rounds of ammunition from the weapons locker and take station at the fire exit in the ADP Work Center.

(c) Billet 03. Draw .45 Caliber pistol and ten rounds of ammunition from the weapons locker and take station at cypher lock door leading to Admin spaces. This door will not be opened without the expressed approval of the OWO, CO, XO, or CDO.

(d) Billet 04. Draw shotgun and five rounds of ammunition from the weapons locker and take station on the landing just above the first deck. Challenge all personnel attempting to gain access.

(e) Billet 05. Draw shotgun and five rounds of ammunition from the weapons locker and take station at the cypher lock door outside the display room. Challenge all personnel attempting to gain access.

(f) Billet 06. Draw shotgun and five rounds of ammunition from the weapons locker and open the safety screen and shut the heavy double doors on the elevator, lock, then take station at the end of the hallway in the display room. Challenge all personnel attempting to gain access.

(g) Billet 07. Draw a shotgun and five rounds of ammunition from the weapons locker and take station at the fire exit in rear of display room.

(h) Billet 08. Generator watch will be provided with a shotgun and five rounds of ammunition from the weapons locker and take station in the Generator Building. Challenge all personnel attempting to gain access. The Generator Building will not be entered by anyone without the expressed approval of the OWO, CO, XO or CDO.

(i) All other Ocean Systems Division personnel not assigned, draw remaining weapons and ammunition and remain in the display room unless otherwise directed. The Command Duty Officer will assign these personnel at his/her discretion.

(4) Communication Personnel

(a) Watch Supervisor. Stand by in Message Center with .45 caliber pistol and ten rounds of ammunition. Maintain radio watch and perform other duties as directed by the OWO.

(b) Number 1 Circuit Operator

(1) Draw shotgun and five rounds of ammunition from the weapons locker and take station in the Crypto Center locking the door from within.

(2) Take preliminary steps to ensure rapid and complete destruction of all files, publications, and equipment when directed by the OWO.

(3) All other Communications Personnel not assigned specific duties, draw a .45 Caliber pistol and ten rounds of ammunition and remain in the Message Center unless otherwise directed by the OWO or CDO.

(5) Generator Watch. Take station inside the generator building and secure main access door. Allow entry to SAB Alert personnel with shotgun then resecure main door. Perform pre-start check on 350KW generator and standby to shift to station power on the orders of the CDO or OWO.

(6) All other personnel within the Naval Facility compound not specifically assigned a Sabotage Alert Billet will minimize their movements within the compound and buildings. It is expressly forbidden to pass through a cypher lock door without authority of the OWO, CDO, CO or XO.

(7) NO WEAPONS WILL BE LOADED UNLESS SPECIFICALLY ORDERED BY THE OWO, CDO, OR HIGHER AUTHORITY.

(8) During any drill situation no ammunition will be issued.



606. STORM BILL

a. Purpose. This bill establishes procedures to avoid and/or minimize injury to personnel and damage to Naval Facility buildings and equipment by winds of destructive force.

b. Types of Hazardous or Destructive Weather. Wind warnings are issued by the Naval Oceanography Command Facility (at NAS) to describe the direction, speed, and duration of expected winds. These warnings are issued every 6 or 12 hours or when significant changes occur. Wind warnings are issued for the following types of hazardous or destructive weather:

(1) Small Craft: Sustained winds of 20 to 33 knots.

(2) Thunderstorms: Electrical activity or gusts to 49 knots.

(3) Severe Thunderstorms: Gusts 50 knots or greater. The likelihood of hail or tornado may be included in this warning.

(4) Gale: Sustained winds of 34 to 47 knots.

(5) Storm: Sustained winds of greater than 47 knots.

(6) Hurricane: Sustained winds of 64 knots or greater.

c. Conditions of Readiness

(1) Hurricane Condition IV: Trend indicates a threat of hurricane force winds within 72 hours.

(2) Hurricane Condition III: Hurricane force winds are possible within 48 hours.

(3) Hurricane/Storm/Gale Condition II: Destructive winds of force indicated are anticipated within 24 hours.

(4) Hurricane/Storm/Gale Condition I: Destructive winds of force indicated are anticipated within 12 hours or less.

d. Duties and Responsibilities

(1) The Naval Oceanography Command Facility Duty Officer issues, amends, and cancels weather warnings, notifying the Naval Facility by message of any such action, and provides recommendations for changing conditions of readiness.

(2) The Naval Air Station Command Duty Officer is responsible for setting the appropriate condition of readiness for the Bermuda area, and notifying this command of any such action.

(3) The Oceanographic Watch Officer shall keep informed of any expected high winds and notify the Executive Officer, Disaster Control Coordinator, and Command Duty Officer when Gale, Storm, or Hurricane warnings are issued.

(4) In times of impending potentially destructive weather, the chain of command shall respond as directed. The following serves as guidance in the event senior orders have not been issued.

(a) Command Duty Officer

(1) Review necessity of additional watches.

(2) Review necessity of obtaining rations from the Galley.

(b) Disaster Control Coordinator

(1) Review necessity of securing all buildings, grounds, and vehicles.

(2) Review necessity of blocking catchment.

607. TRAINING BILL

a. Purpose. The purpose of this bill is to establish responsibility and procedures for conducting training and to provide guidance and information concerning the training of personnel attached to this command.

b. Responsibility. The Executive Officer is responsible to the Commanding Officer for coordinating all command training and for the administration of this bill. The Command Training Officer will assist the Executive Officer in all matters concerning training. Specific duties of the Command Training Officer are outlined in this instruction. Assistants to the Command Training Officer include the Department Training Officers, Department Training Petty Officers, Division Training Officers, and Division Training Petty Officers. Their duties are outlined in COMOCEAN-SYSLANTINST 1500.2J.

c. Procedures. Guidelines for training are set forth in the COMOCEAN-SYSLANTINST 1500.2J and NAVFACBDAINST 1500.2C.

(1) Command Long Range Training Schedule. This schedule is formulated by the Command Training Officer, reviewed by the Planning Board for Training, and approved by the Commanding Officer. The schedule will be submitted during the last month of the fiscal year. This schedule will deal with general military training and all other training activities of the command throughout the year.

(2) Quarterly Training Schedule. This schedule is prepared by the Division Training Petty Officer for the Division Training Officer. It will be submitted during the last month of each quarter. The Quarterly Training Schedule will reflect the Command Long Range Schedule in military lectures and will list the professional lectures, drills, and exercises to be conducted which require divisional participation.

(3) Monthly Training Schedule. This schedule is prepared by the Division Training Petty Officer, forwarded to the Division Training Officer, and approved by the Department Head. The Monthly Training Schedule is the daily schedule of training, evolutions, and operations for each month. The Monthly Training Schedule is derived from the corrected Command Long Range and Quarterly Training Schedules. The schedule will be submitted the third Friday of the preceding month. The schedule should delineate the date, place, instructor, and personnel to attend the lecture/training session.

#### 608. ZONE INSPECTION BILL

a. Purpose. To establish policies for the conduct of and reporting procedures for Zone Inspections.

b. Responsibility. The Executive Officer is responsible for the administration of this bill.

c. Procedure

(1) The Executive Officer shall schedule Zone Inspections, and the Commanding Officer or Executive Officer will conduct Zone Inspections unless otherwise promulgated.

(2) There are two distinct types of zone inspections - the formal zone inspection and the informal zone inspection. The formal zone inspection will be held monthly. The procedures for each type of inspection are outlined as follows:

(a) Formal Zone Inspection

(1) All spaces shall be presented by the individual assigned by their department head as being responsible for the condition of that space. One person may present several spaces if they are in the general vicinity of each other and lend themselves to this method. This person presents the space to the Inspecting Officer by saluting and giving an appropriate greeting, then Seaman/Petty Officer name, name of spaces(s), standing by for inspection, sir/ma'am.

(2) All spaces listed in the zone inspection table will be open and ready for inspection. All lockers, drawers, and cabinets will be open except for personnel lockers and classified material containers. (although keys and/or combinations should be available). Desk and cabinet drawers will be stair-stepped.

(b) Informal Zone Inspection. The Informal Zone Inspection is a working inspection. Spaces will not be presented, nor will lockers, drawers, or cabinets be opened. Spaces will, however, be cleaned and prepared in the same manner as for a formal inspection. Scheduling of Informal Inspections will be rotated such that each department is inspected once per quarter. Zone I, Admin, and Zone II, Supply, will be inspected on the same day. Zone III, Public Works, and Zone IV, Operations, will be inspected separately.

d. Post Inspection Procedures. The Inspecting Officer's comments are recorded by a designated accompanying recorder. Copies of the inspector's comments are provided to the Executive Officer and respective department heads. Any items warranting action are expected to be corrected by the department head by the next scheduled zone inspection for that department.

e. Inspection Zones. The areas for which department heads have responsibility for cleanliness preservation are divided into four zones. Numbers assigned to spaces or areas are used for location purposes. Billets are utilized to determine individuals responsible for the cleanliness of certain spaces as determined by their department head. This information is contained in Appendix C.

## CHAPTER 7 - GENERAL ARTICLES

### 700. ADDRESSES OF PERSONNEL

a. All personnel shall keep their Division Officer/Department Head informed of their current local address and telephone number, as well as the number and location of all dependents. Division Officers/Department Heads are to ensure this information is entered into the OWO Recall Log expeditiously.

### 701. ALCOHOL

a. Consumption of alcoholic beverages on Naval Facility property is prohibited.

b. Any person who is suspected of being in an intoxicated condition during their normal working hours or while on duty or reporting for duty shall be promptly examined by a medical officer or a hospital corpsman. The examiner will complete a Fitness for Duty form and forward it to the NAVFAC Executive Officer. The Command Duty Officer will make arrangements for the examination and coordinate transportation.

c. All command sponsored social activities shall have sufficient amounts of non-alcoholic beverages available.

### 702. ALCOHOL ABUSE

a. The legality and potential harm of alcohol presents a difficult problem which must be addressed at all levels of the command.

b. Individuals who abuse alcohol to the extent that there may be unfavorable social consequences, behavior problems, impaired performance of duty, damage to health, injury, financial, family, or emotional problems, need assistance. Alcohol abusers should volunteer information and/or all hands should report such abuses, to seniors within their chain of command when they have judged a problem or desire advice on the correct assessment of an alcohol problem. The Substance Abuse Coordinator should also be consulted for assistance and advice.

c. Service members will be held accountable for their actions even though under the influence of alcohol.

**703. AUTOVON AND COMMERCIAL TELEPHONES**

a. Autovon. Calls placed via Autovon shall be for official business only.

b. Commercial. Unauthorized long distance commercial calling from any Naval Facility phone are prohibited. Due to the inadequacies of Autovon calling, commercial long distance official business calling is authorized only upon approval of the Executive Officer, a Department Head, Command Senior Enlisted Advisor, or Command Career Counselor. These authorizing individuals are responsible for recording times/dates/numbers of these types of calls and ensuring this information is transmitted to the Administrative Department telephone log.

**704. CAMERAS AND RECORDERS**

a. Cameras and recording equipment of any type are not authorized inside the compound unless authorized by the Executive Officer.

**705. CIVILIAN AUTHORITIES-ARREST-COURT APPEARANCES**

a. Any NAVFAC personnel arrested or detained by civilian authorities shall expeditiously communicate with NAVFAC CDO and state the facts concerning such arrest or detention.

b. Any NAVFAC personnel who must appear in a civilian court for any reason is obligated to notify department head. The department head will notify the Executive Officer who will in turn appoint a command representative (usually the Division Officer) to accompany the individual to court.

**706. OFF-DUTY EMPLOYMENT**

a. Personnel assigned shall not engage in any off-duty employment or enterprise which:

(1) By reason of the hours or nature of the work, interferes with proper and efficient performance of their military duties.

(2) Reflects discredit on the naval service.

(3) Is unethical in view of the possible exercise of influence attending the military position.

b. All Naval Facility personnel seeking off-duty employment shall first obtain approval of their department head. Any matters of a sensitive nature or questions arising in regard to should be directed to the Executive Officer.

707. CLASSIFIED MATERIAL - AUTHORITY TO CLASSIFY

a. Procedures.

(1) Only the Commanding Officer may exercise derivative classification authority of Top Secret.

(2) The following persons are assigned derivative classification authority for material up to and including Secret: Commanding Officer; Executive Officer; Operations Officer; Communications Officer; Quality Assurance Officer; SURTOPS Coordinator; Electronics Material Officer; and the Oceanographic Watch Officer for operational messages.

b. Classification. Personnel who originate material shall be guided by the Department of the Navy Information Security Program Regulations, OPNAVINST 5510.1G, and other applicable instructions. Guard against needless overclassification.

c. Declassification and downgrading. All originators of classified material shall ensure proper declassification or downgrading instructions are assigned in accordance with OPNAVINST 5510.1G, S5513.5A and 5513.10A.

708. CLASSIFIED MATERIAL - ROUTINE DESTRUCTION

a. Destruction of classified material (less CMS material) shall be accomplished in accordance with OPNAVINST 5510.1G.

b. In addition to the above requirements all secret materials destroyed (with the exception of timefax paper and communications record message traffic) will be accountable on OPNAV form 5511/12. Timefax paper destroyed will be accountable in the U.S. Naval Facility Bermuda destruction log for each station.

c. Destruction of secret communications record message traffic shall be in accordance with OPNAVINST 5510.1G, except that the requirement for preparing and maintaining records of destruction are waived in accordance with COMOCEANSYSLANT S2300.1.

d. CMS material shall be destroyed in accordance with CMS-4.

**709. CLASSIFIED MATERIAL - SAFEGUARDING**

a. OPNAVINST 5510.10G, 5510.123 and 5510.45 provide guidance and minimum standards for security measures to be used to safeguard classified material.

b. In addition to the requirements of subparagraph a, no classified material may be removed from the command without written permission of the Commanding Officer.

c. Classified material in routing shall be placed in custody of the Security Manager and remain in the classified material office until subcustody is assumed by authorized individuals.

(1) PERSONNEL RETAINING CLASSIFIED RECORD COMMUNICATIONS MESSAGE TRAFFIC FOR ANY PERIOD IN EXCESS OF ITS ROUTINE DESTRUCTION CYCLE SHALL ESTABLISH AND MAINTAIN THEIR OWN ACCOUNTABILITY LOG AND LINE OUT ITEMS AS THEY ARE DESTROYED.

(2) ROUTINE DESTRUCTION CYCLES ARE DEFINED AS:

(a) OPERATIONAL MESSAGE TRAFFIC - 72 HOURS

(b) ALL OTHER MESSAGE TRAFFIC - 90 DAYS

d. All personnel with access to classified material shall be familiar with the instructions listed in subparagraph a, above.

e. No person shall:

(1) Remove any classified material from its proper place of stowage without permission of proper authority, and then only as necessary for the performance of assigned duties.

(2) Knowingly deliver classified material to or divulge its contents to a person not authorized to receive same or to have knowledge of its contents; nor shall any person fail to take adequate measures, as prescribed in directives of the Commanding Officer or higher authority, for safeguarding classified material.

(3) Copy or record any portion of any classified material without permission of the originator or the custodian of that item of classified material; and, material having been copied, fail to handle and safeguard such copies or records as classified material.

(4) Have in possession any classified material which is not necessary in the performance of assigned duties; or, finding any classified material adrift or unattended, fail to turn in such material to the Security Manager.



(5) Divulge cypher lock combinations to any person. Persons desiring combinations shall make their requests to the Security Manager. Emergency access to all safe combinations is afforded the OWO at all times.

(6) Discuss the mission, activities or operation of the Naval Facility or its related activities with any person not having the necessary clearance and need-to-know which has been established by the Commanding Officer.

(7) Utilize a brown paper bag with red and white stripes for any purpose other than containing material to be properly destroyed in accordance with current local instructions for classified material, or remove a burn bag from secure spaces for purposes other than transport to, and burning in, the incinerator.

(8) Place an unclassified receptacle within 5 feet of a burn bag.

f. Personnel within this command shall:

(1) Display sound judgement, intelligence and reliability in the handling of classified material.

(2) Exercise personal censorship in all telephone conversations. Use of code words and abbreviations when referring to classified information is strictly prohibited.

(3) Be alert for unauthorized persons within special security areas, or any visitor without an escort. Violators shall be reported immediately to the Security Officer.

(4) Keep the number of unclassified trash receptacles to an absolute minimum in spaces where classified material is handled.

(5) All unclassified receptacles within secure spaces shall be identified as "unclassified trash" and be of the type of receptacles in which a cover is utilized.

#### 710. COFFEE MESSES

a. Coffee mess facilities may be established in areas designated by department heads. Financial management of coffee messes is the responsibility of applicable division officers.

b. Each mess facility shall be located in an area that can be easily cleaned and shall be maintained in a clean, sanitary condition at all times.

c. All messes shall be certified in accordance with Coordinating Authority Bermuda Instruction 10470.1.

#### 711. COMPENSATORY TIME FOR WATCHSTANDERS

a. Division Officers will ensure (operations permitting) that personnel assigned to them whose primary duty is watchstanding, shall be afforded liberty time prorated to that obtained by other command personnel due to official holidays or command policy. This compensatory time should be afforded within 20 days of the basis date (holiday, etc.).

#### 712. CUSTOMS REGULATIONS

##### a. General Regulations

(1) Exemption from Import Duties. Products of the United States may be shipped to Bermuda provided they are for the sole use of United States employees attached to the Military bases and are not for sale at a profit. To be exempt, U.S. employees must present a Certificate of Exemption from Import Duties, Customs Form No. 90 and No. 91 to the Collector of Customs at the Bermuda Civil Air Terminal Freight Office or Collector of Customs, Hamilton, Bermuda for goods arriving by ship in Hamilton or POV (vehicles) arriving at NAS Bermuda. These forms are available from the Administrative Department.

(2) Selling of Restricted Goods. Any person selling restricted goods to Bermudians are required to declare these goods with the Collector of Customs, Hamilton, Bermuda using Customs Form No. 92A. Restricted goods are products of the United States that have been exempt from import duties.

##### b. U.S. Customs Departure Regulations

(1) Departing on Leave. Personnel returning to the United States on leave are allowed to carry one (1) quart of alcoholic beverage, one (1) carton of cigarettes and gifts totaling \$300 per person.

(2) Departing on PCS Orders. Personnel departing Bermuda on permanent orders are allowed one (1) gallon of alcoholic beverage, three quarters of which must be a U.S. distilled spirit, one (1) carton of cigarettes and gifts totaling \$300 per person.

c. Responsibility. All naval and civilian personnel are responsible for this article and the United States Bases (agreement) Act (1952) and Bermuda Official Gazette Government Notice #210, Agreement on Customs Privileges, published 13 May 1974.

**713. DEADLY FORCE**

a. Deadly force is that force which an individual uses with the purpose of causing death or serious bodily harm. Its use is justifiable only in extreme necessity or as a last resort when lesser means have failed. To be used in:

(1) Self-Defense: To protect security personnel who believe themselves in imminent danger of death or serious bodily harm.

b. Should the use of deadly force be necessary under the circumstances outlined above, the following precautions shall be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

(1) An order to halt shall be given before a shot is fired.

(2) Shots will not be fired if they are likely to endanger the safety of innocent bystanders.

(3) Shots will be aimed to disable, however, if circumstances render it difficult to direct fire with a sufficient precision to assure that the person will be disabled rather than killed, such circumstances will not preclude the use of firearms, provided such use is otherwise authorized in accordance with paragraph a. above.

c. At all times observe standard safety precautions in the performance of duties. This Responsibility must never be taken lightly. If at all possible consult your military senior prior to the use of deadly force, and never load your weapon unless its immediate use might be necessary.

**714. DISCRIMINATION COMPLAINTS/GRIEVANCES PROCEDURES**

a. General. It is the policy of the Navy and of this command to conduct all of its affairs free from arbitrary discrimination, and to provide equal opportunity and fair treatment for all persons in this command without regard to their race, creed, color, national origin, or sex, in accordance with the laws of the United States and the regulations governing the department of Defense and the Navy. Supporting this policy are the following service member's rights and responsibilities:

(1) Service member has a right to present any legitimate discrimination complaint/grievance to the command without fear of intimidation, reprisal or harassment.

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(2) Service member has a right to know all the alternative steps and levels of making complaints and appealing decisions.

(3) Service member has a right to communicate with the Commanding Officer at a proper time and place.

(4) Service member has a responsibility to advise the command of the specifics of discrimination complaint/grievances and to provide the command an opportunity to rectify, remedy or take appropriate action without having the complaint/grievance first lodged with higher authority.

(5) Service member has responsibility to provide equal opportunity treatment to all persons without regard to race, creed, color, national origin or sex.

(6) Service member has responsibility to submit only legitimate complaints/grievances and to exercise caution against idle, immature or reckless charges.

b. Informal Grievance Procedures

(1) Review by immediate supervisor. Resolution of complaint should be handled by informal grievance procedures prior to use of formal grievance procedures. Attempt an informal resolution with the help of the immediate supervisor. Informal procedures provide the advantage of acting on a complaint in a more time efficient manner, and informal procedures do not prevent individuals from exercising their right to initiate a formal complaint. When the complaint cannot be immediately resolved between the persons involved or with the help of the immediate supervisor, the second course of informal redress is to submit a special request chit to the Commanding Officer via the chain of command requesting a CO review of the discrimination complaint/grievance. Special request chits must be submitted within five working days after the incident occurs. If the incident is not satisfactorily resolved, a Commanding Officer request mast may be sought.

(2) Commanding Officer Request Mast. Every service member has a right to present any legitimate discrimination complaint/grievance to the Commanding Officer at a proper time and place. In all cases, it is the responsibility of the Commander to inform the complainant of the right to initiate a formal complaint. If the findings/results of the informal complaint are considered to be unjust by the complainant, formal redress procedures can be initiated.

c. Formal Grievance Procedures

(1) Senior. If grievance is against a senior in the same command other than the Commanding Officer and is unresolved through informal procedure, submit to Commanding Officer for investigation and resolution. For a senior in another command, submit to Commanding Officer for forwarding via the senior and the chain of command to the officer exercising general court-martial jurisdiction over the senior. A true statement of such report of wrong and the proceedings had thereon is forwarded to the Secretary of the Navy (Judge Advocate General) for review and final action by the Secretary.

(2) Petition To Board For Correction Of Naval Records Or Naval Discharge Review Board. This procedure relates to correcting character of discharge, service records, or granting relief not available under other listed procedures. The complainant should write to the board for correction of Naval records or Navy Discharge Review Board, Department of the Navy, Washington, DC 20370 for forms and instructions necessary in applying for redress.

(3) Commanding Officer. If grievance is against the Commanding Officer and is unresolved through informal procedure, submit via chain of command to officer exercising general court-martial jurisdiction over the Commanding Officer. After inquiry and action by the officer exercising general court-martial jurisdiction, a report of proceedings is forwarded to the Secretary of the Navy (Judge Advocate General) for review and final action by the Secretary.

715. DRUGS

a. The possession or use of illegal drugs or narcotics is strictly prohibited.

b. All personnel will report any knowledge of illegal drug use or possession to the Executive Officer via their chain of command or liable themselves under the Uniform Code of Military Justice.

716. ELECTRICAL EQUIPMENT - PRIVATELY OWNED

a. The use of privately owned electrical equipment on board this command can create a fire hazard as well as a hazard to the personal safety of individuals using such equipment. In addition, radios, phonographs and other electronic equipment have

emissive properties which may compromise the radio security of the command. No privately owned electrical equipment shall be used at this command until the equipment has been inspected by the Electronics Material Officer, and specific authorization has been granted by the Executive Officer.

b. Personal entertainment devices are specifically prohibited in classified spaces where information is being machine processed. Personal radios, TV's, tape recorders, or computers present a definite TEMPEST hazard because of their ability to radiate. Stray emissions from classified information processing equipments, including electric typewriters or word processing equipment may modulate the radiation causing a TEMPEST hazard. As a matter of policy within Naval Facility Bermuda, personal entertainment devices will be prohibited within the confines of classified spaces of the Terminal Equipment Building.

#### 718. EMERGENCY ACCESS TO SUPPLY STOREROOMS

a. When unoccupied outside normal working hours, supply storerooms will be locked and sealed with boxcar type seals. Emergency access for repair parts may be accomplished by obtaining the appropriate key from the OWO and cutting the seal. Detailed instructions for duty maintenance and generator watch personnel are contained in NAVFACBDA Supply Department Instruction 5400.1.

#### 718. EMERGENCY EQUIPMENT

a. Tampering with, or use of emergency equipment for any purpose other than that for which it is intended is strictly unauthorized. This equipment includes such items as battle lanterns, emergency first aid boxes, wrenches, fire fighting equipment, and fuel for emergency machinery.

#### 719. EXTRA MILITARY INSTRUCTION (EMI)

a. Basic Function. Extra Military Instruction is instruction in a phase of military duty in which an individual is deficient. It is intended for and directed towards the correction of that deficiency. It is necessary for the efficiency of the naval service that certain functions be performed and that certain work be accomplished in a timely manner. Persons in the naval service may be required to remain on board and to be physically present outside of normal working or watch scheduled hours or work assignments that should have been completed, or for additional essential work, or for the currently required level of operational readiness. Reference OPNAVINST 1133.1 for additional information on this topic.

b. Duties, Responsibilities, and Authority. Officers and Chief Petty Officers of U.S. Naval Facility Bermuda, are authorized to assign Extra Military Instruction. The following conditions apply to the assignment of Extra Military Instruction:

(1) Extra Military Instruction will be assigned only to correct a military deficiency such as:

- a. Substandard progress in rating qualifications.
- b. Substandard performance in rating assignments.
- c. Substandard military performance.

(2) Extra Military Instruction is never to be used in lieu of disciplinary proceedings or as an expedient in cases where punishment is clearly warranted. Judicious use of Extra Military Instruction is to avoid disciplinary action.

(3) The duration of Extra Military Instruction shall be no longer than needed to correct the deficiency.

#### 720. INTERNAL SECURITY

a. The Naval Facility security compound is that area surrounded by a double eight foot high chain link fence. Within the compound are various areas under special security control, access to which is based upon individual clearance and need to know. Admittance to the special security areas will be controlled by a security pass system via a valid I.D. card.

(1) Naval Facility Passes. Personnel entering the special security areas must possess a valid pass. All attached personnel, with proper clearance and need to know, will be issued a color coded pass which includes a pass number immediately below the photograph of the person. The pass will also have a personnel data section. The color of the background determines area access. The completed pass is sealed in a clear plastic pouch.

<u>Background Color</u>	<u>Access</u>	<u>Type/Area</u>
White	Compound/Admin Only	Restricted
Green	Lower Deck only (Less Electronics)	Limited
* Blue	Lower and third deck (Less Electronics)	Limited

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* Yellow	Lower, third deck & Comm	Limited
* Red	Lower, third deck, Comm and Crypto	Exclusion

(2) Security Area Entrance. Only authorized personnel are permitted access to the cypher door combinations.

(3) Personnel entering/existing security area cypher doors will ensure that the door is properly secured before they leave the area.

b. Visitor Control

(1) Visitors who require entry into security areas must have a Naval Facility visitor pass. Visitor passes will be the type described under "Naval Facility Passes" without a photograph and the personal data section filled in.

(2) Personnel issued a visitor pass with a large E across the appropriate color coded background shall be escorted at all times when at the Naval Facility. Escorts will be provided by the Department/Division concerned.

(3) Determination as to the status of visitor or escorted visitor will be by the Security Manager.

721. LEAVE

a. Basic Policy. The policy of this command is to authorize and encourage personnel to take their earned leave.

b. Procedure. Types of leave authorized for Bermuda and the procedure for requesting and carrying out each are described in NAVFACBDAINST 5210.1B.

c. Requirements. All personnel leaving Bermuda in a leave status other than Permanent Change of Station (PCS) must have paid reservations to return for duty at the termination of leave unless traveling on pre-arranged, confirmed, military flights.

722. LIBERTY

a. Liberty shall be granted by department heads to personnel in their departments. The authority to grant normal liberty shall be delegated by the lowest supervisory level. No person shall leave the NAVFAC on liberty or for any other reason without the expressed permission of their immediate supervisor. See NAVFACBDAINST 5210.1B for details.



## 723. LIBERTY CARDS

a. Purpose. Possession of a liberty card by personnel E3 and below authorizes that individual to be in a liberty status. If not in possession of a liberty card then the individual is in a duty status.

b. Definition. Liberty is defined as that extended time (not leave) which an individual may use as recreational/personal time as they desire. Lunch, personal errands, etc., are usually taken in a duty status, thus not requiring a liberty card.

c. Procedures. Liberty cards will be issued to all E3 and below personnel by the Administrative Department upon check in.

(1) Individuals will have their cards in possession at all times unless relinquished to a senior military member.

(2) At daily morning quarters or quarters held at the beginning of all watches, respective LPO's who are E6 and above, will collect all liberty cards and return them, when determined warranted, generally at the end of the normal work day or watch.

(3) Personnel standing Barracks watches on weekends and holidays at the Annex will relinquish their card to the NAVFAC CDO when mustering prior to a scheduled watch and may be returned the card at the next muster after securing from watch.

d. Responsibilities. CDO's and LPO's (E6 and above) are responsible for the correct collection and issuance of liberty cards. It is at the CDO's and LPO's discretion as to when all assigned tasks are satisfactorily completed and the liberty card may be returned.

e. Enforcement. Any E4 or above assigned to this command may check an individual for the possession of a liberty card. Any E3 and below personnel not in possession of a liberty card while on liberty is in violation of a written order under the UCMJ.

## 724. MEETINGS

a. All members of the command who are representatives of any standing Board/Committee/Council shall attend all scheduled meetings or be responsible that a substitute is in attendance. If a substitute is not applicable (meaning your attendance is for the sole informative benefit of yourself) it is suggested you contact a representative after the meeting to remain abreast of any new information.

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**725. MOTOR VEHICLES**

a. No person shall operate a government owned motor vehicle assigned to this command unless it has been specifically authorized.

b. All persons operating government owned motor vehicles shall possess a valid U.S. Government operator's I.D. card and shall comply with all directives of this command, Coordinating Authority, Bermuda, the U.S. Navy, local Bermuda regulations, and federal directives pertaining to the operation of motor vehicles

c. The following personnel are delegated permission to authorize official vehicle trips for government owned vehicles assigned to this command:

- (1) Commanding Officer
- (2) Executive Officer
- (3) Operations Officer
- (4) Public Works Officer
- (5) Supply Officer
- (6) Command Duty Officer
- (7) Oceanographic Watch Officer
- (8) Transportation Officer

d. During normal working hours all class "C" vehicles will be dispatched by the Transportation dispatcher. After normal working hours the Generator Watch will dispatch all class "C" vehicles.

e. If available, and if desired, a vehicle will be assigned to the CDO after normal working hours to perform official duties.

f. The CDO may request and be authorized to use a command vehicle for CDO rounds and official business under the following criteria:

(1) The CDO possesses a government drivers license with Bermuda endorsement.

(2) The vehicle is used on the Annex or NAVFAC compound and in transit to and from; and only off base if on official business (not at off base residence).

(3) The vehicle is not to be loaned to other individuals for personal use.

(4) A vehicle will only be available for use (usually the small pick-up) when there is at least 1 other vehicle remaining at the command for emergency use (not to include the bus).

(5) Keys will be obtained from the Duty Engineman.

g. Any accident involving a military vehicle regardless of the severity will be reported expeditiously to the Transportation Officer, Public Works LCPO, or the Public Works Officer.

#### 726. PERSONNEL EMERGENCY MESSAGES

a. Purpose. To provide guidance to Operations watch personnel and the CDO in the correct action to be taken when messages of a personal nature are received by this command.

b. Background. The Communications Center at this command may process messages addressed to individuals that are of a strictly personal nature. Additionally, there are occasions when the American Red Cross will utilize Naval Communications facilities to transmit information concerning illness or death of a close relative of a command member. This type message is considered privileged and requires special handling.

c. Action. The following action shall be taken by the person indicated, upon receipt of a personal or Red Cross message:

(1) Communications Watch Supervisor hand carry the original copy to the Oceanographic Watch Officer for proper routing. Place the original and one (1) copy on the Eyes Only Routing Board, place one (1) copy in the CO's traffic, and one (1) copy in the XO's traffic.

(2) Oceanographic Watch Officer. In the case where no adverse news (death or illness) is indicated, route the message to the Communications Officer and the individual concerned. Ensure that a copy is available for the person. When the message contains news of illness or death in the family, place the original and one (1) copy on the Eyes Only Routing Board and call the CDO. Try to develop an appreciation for the content of the message. Does it involve an illness, childbirth, pregnancy, request for money, request to "call immediately"? Does it involve the home or personal belongings of the member to whom it's sent describing an event which can be construed as possibly posing a problem for the service? If the above examples are present in the message or if the "tone" of the message is likely to bring distress to the service member, then the XO and the CDO should be notified.

727. PLAN OF THE DAY (POD)

a. A Plan of the Day will be published daily by the Executive Officer and will constitute a medium for the promulgation of orders, directives, and official information. Unofficial information considered to be of general interest to NAVFAC personnel will also be included at the Executive Officer's discretion. All hands are charged with the knowledge of and compliance with its official information. Articles for publication in the Plan of the Day shall be submitted to the Administrative Officer or the Administrative Leading Petty Officer prior to 0900 on the day before the desired publication date.

b. The Administrative Officer is responsible for the distribution of the POD prior to 1300 on publishing days.

728. PRIVACY ACT

a. Basic Purpose. The basic purpose of the Privacy Act of 1974 is to recognize that an individual has a personal and fundamental right to privacy. The Privacy Act guards this right to privacy by regulating the collection, maintenance, use, and dissemination of personal information by Federal agencies.

b. Mechanics of the Privacy Act

(1) Collection of Information. The Privacy Act permits individuals to determine what records pertaining to them are collected by Federal agencies, requires that Federal agencies collect any record of identifiable personal information in a manner that ensures such action is for a necessary and lawful purpose and that the information is both accurate and current, and permits exemptions only where there is an important public policy need as determined by specific statutory authority.

(2) Disclosure of Personal Information. The Privacy Act controls the dissemination of personal information in or out of the Navy so as to preserve personal privacy. In general, no personal information from a record shall be disclosed to anyone by any means without the prior written request or consent of the individual to whom the information pertains. Prior written request or consent from the individual concerned is not required if the disclosure is to or concerning Department of Defense personnel having a need to know in the performance of their official duties, if the information is of the type that is required to be released pursuant to the Freedom of Information Act as implemented by SECNAVINST 5720.42B, or if the disclosure is authorized under one of the exceptions noted in subparagraph 7b

of SECNAVINST 5211.5B, A record must be maintained of all disclosures made (including disclosures requested or consented to by individuals), except disclosures made to the individual, to persons within the Department of Defense, pursuant to the Freedom of Information Act, or for statistical compilation. The record of disclosure must include the date, nature and purpose of disclosure, and name and address of the recipient of the information disclosed.

(3) Personal Notification. The Privacy Act allows the individual to discover whether personal records are maintained by Federal agencies. The System Manager must notify the requesting individual whether or not the system of records in question contains a record pertaining to that individual, provided that the request for notification adequately identifies the system of records and provides the information and individual identifiers needed to locate records in that particular system (e.g., full name and social security number). Exceptions to the rule requiring personal notification may only be made where an exemption is authorized by law, claimed by the agency head (see SECNAVINST 5211.5B, enclosure detailing Privacy Action Exemptions), and exercised by the denial authority.

(4) Personal Access to Records. The Privacy Act allows an individual to inspect and have copies of their records which are maintained by Federal agencies, provided that the request for access adequately identifies the system of records and provides the information and individual identifiers needed to locate records in that particular system.

(5) Amendment of Records. The Privacy Act permits the personnel to ensure that the records that are maintained on them are as accurate as possible by allowing the person to amend information that is inaccurate, to appeal a refusal to amend, and to file a statement of dispute in the record should the appeal be denied.

## 729. QUARTERS

a. All departments, divisions, and watch sections shall hold formal morning quarters at the time prescribed in the standard routine, or for watch sections, at the beginning of the watch period.

b. Department heads are responsible for ensuring that formal musters and communication occurs at morning quarters.

c. At command quarters (usually Fridays), department heads will receive the muster report and make reports to the Executive Officer.

730. RECREATIONAL EQUIPMENT

a. Athletic and recreational gear is available for checkout from the soup kitchen during soup kitchen hours. These items can be checked out for 72 hours at a time at no charge. There is a \$1.00 a day late charge on items not returned within 72 hours.

731. RESIDING ON/OFF BASE

a. Command policy does not require personnel to reside on base, although E1/E2/E3 personnel are encouraged to reside on base. Personnel who by their actions are deemed unsuited to represent the U.S. Navy in the civilian community are subject to being required to reside on base. These individuals will be so notified; all others have the option of residing off base if they so desire and accommodations can be found.

732. SAFE COMBINATIONS

a. The CMS Custodian shall maintain a current record of combinations for all safes on board this command. This record must be accessible to the CDO but shall be strictly controlled. Emergency access to all combinations is afforded the Oceanographic Watch Officer at all times.

b. All persons setting or changing the combination of any safe on board this command shall place the combination in a sealed envelope on which the exact location of the safe has been written, and deliver it to the CMS Custodian.

c. No person to whom the sole custody of a safe combination has been entrusted shall be detached from this command unless custody of the safe is turned over to another authorized person.

d. Safe combinations shall be changed upon the relief of the custodian or after emergency access, but not less often than annually.

e. All safe combinations shall receive protection equal to the classification of the documents they contain.

733. SEXUAL HARASSMENT

a. Individuals who are sexually harassed by supervisors, co-workers, or peers should make it clear that such behavior is offensive and report harassment to the appropriate supervisory level. The appropriate supervisor will examine the matter and

take actions necessary to ensure a work environment free from sexual harrassment. Sexual harassment is unacceptable conduct; it undermines the integrity of the professional relationship, debilitates morale, and interferes with the work productivity of this command.

b. Any military member or civilian employee of the Department of the Navy who engages in sexual harassment with other members of the public is violating standards of conduct and will be subject, as appropriate, to disciplinary action.

c. The chain of command shall be fully utilized. Further, it is the responsibility of every supervisor and manager to ensure that any instance of sexual harassment is dealt with swiftly, fairly, and effectively. Sexual harassment procedures are to be handled in the manner of complaint and grievance procedures as outlined in this instruction.

#### 734. SMALL ARMS

a. Small arms shall be issued by the Weapons Officer or OWO to watches, sentries and other persons as may be specifically authorized by the Commanding Officer to carry side arms. No arms shall be issued for unofficial purposes.

b. No person shall be issued arms until they have demonstrated to the Weapons Officer or designated representative that the individual has a thorough knowledge of the operation of the piece and all safety precautions required in its use.

c. NO PERSON SHALL INSERT A CLIP OR OTHERWISE LOAD ANY SMALL ARMS UNLESS HE/SHE IS ACTUALLY ORDERED TO FIRE THE PIECE IN THE PERFORMANCE OF DUTY.

d. No person shall clean, repair or adjust any small arms unless specifically designated as qualified and tasked to do so by the Weapons Officer.

#### 735. TRIP REPORTS

a. All command personnel within 1 week after return from a TAD excursion will submit a trip report to the Commanding Officer via their chain of command. Trip reports are to be formatted as the individual desires, be brief, and might address such items as productivity of the trip, problems encountered, overall opinion. Trip reports are intended to provide the command feedback on the usefulness and fulfillment of various types of Navy Schools/Programs. All trip reports will be maintained by the Executive Officer.

736. UNCLASSIFIED OFFICIAL CORRESPONDENCE

a. The Executive Officer assisted by the Administrative Officer is responsible for control of unclassified official correspondence and establishing procedures and assigning responsibility for receiving, sending, controlling and destroying unclassified official correspondence.

b. Detailed instructions for personnel handling command unclassified correspondence is contained in NAVFACBDAINST 5210.1.

737. UNIFORM POLICIES AND REGULATIONS

a. General. All uniform regulations are established in U.S. Navy Uniform Regulations and COORDAUTHBDAINST 1020.1D.

b. Outerwear. Any outerwear which is prescribed in U.S. Navy Uniform Regulations may be worn at any time with the appropriate uniform. All personnel who desire to wear outerwear are encouraged and recommended to acquire outerwear that is found in these regulations.

c. Due to the climate and cycle mode of transportation utilized in Bermuda, the following policy applies to personnel assigned to this command and is quoted from Article 3902 of U.S. Navy Regulations:

(1) Wear. Naval personnel are authorized to wear protective clothing with the uniform only while operating or riding as a passenger on any two or three wheeled vehicle, or while proceeding to and from parking area to duty station.

(2) Description

(a) Protective clothing means clothing which would prevent or lessen injury, especially to the skin, in the event of an accident.

(b) Protective clothing includes: helmet (headgear), boots or heavy shoes, leather jacket and leather gloves.

(c) Boots or heavy shoes, worn in lieu of uniform shoes, will be of plain design. The jacket will be plain leather or a material equal in protective qualities, unadorned except for safety markings. Leather gloves or other suitably protective gloves are authorized.

(3) Procurement Responsibility. The procurement of this type of clothing is the responsibility of the individual.



d. In addition, civilian raingear is authorized for operators of vehicles other than automobiles while operating or riding as a passenger on any two or three wheeled vehicle, or while proceeding to and from parking area to duty station.

e. Other than the criteria stated above, civilian outerwear is not authorized when wearing a U.S. Navy Uniform.

f. Uniform in Spaces. NAVFAC personnel will wear a uniform at all times when onboard the Naval Facility except when:

(1) Picking up mail or pay checks in a non-duty status.

(2) Working in own working space outside command normal working hours. (All personnel regardless of liberty status must be in uniform during command normal working hours).

g. Command Ball Caps. Metal rate devices are required (if rated) when wearing command ball caps with the uniform. These devices are to be attached centered on the vertical seam on the front of the cap with the bottom of the device 1/16" above the yellow printed "NAVFAC".

#### 738. UTILITIES CONSERVATION

a. Utilities conservation applies to all utilities services: gasoline, heat, electricity, water, compressed gas, and sewage. The cost of utilities is the highest single expenditure at this command. It is imperative that a stringent conservation program be employed. Public Works Officer shall monitor and assess all requirements for conservation.

(1) Conservation of electric power:

(a) Air conditioning: When units are operating, doors and windows should be kept closed.

(b) Offices: Turn off all electrical fixtures at the end of the work day or when not needed.

(2) Conservation of water: Since fresh water is derived from rain catchment areas, it is mandatory that every person practice the utmost prudence and economy in the use of fresh water. All water fixtures shall be secured when not in use. Leaking water fixtures and commodes will be promptly reported to the Public Works Officer.

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739. WORKING PARTY

a. Discussion. On occasion, situations arise whereby working parties are required to perform work beyond the capability of individual departments or the duty work force. At such times, working party quotas will be allocated to each department depending upon the number of hands required, as indicated in paragraph 4 below. The department(s) requesting the working party shall also furnish people according to their allocation.

b. Requests for Working Parties.

(1) Request for working parties shall be submitted in writing to the Executive Officer for approval as far in advance as possible. Requests shall justify the reason the work cannot be accomplished by the cognizant department and the number of hands required. If approved, the request will be forwarded to the Chief Master at Arms who shall inform department heads of the details.

(2) Requests for a working party after normal working hours shall be directed to the Command Duty Officer.

c. Action.

(1) The department(s) requesting a working party shall furnish a supervisor to monitor the task until completion in addition to providing people for the working party.

(2) Departments shall furnish people as indicated:

<u>WORK PARTY</u>	<u>OPS</u>	<u>ELEC</u>	<u>PWD</u>	<u>ADMIN/SUPPLY</u>
2	1		1	
4	2	1	1	
8	3	2	3	
12	4	2	4	2
20	6	4	6	4

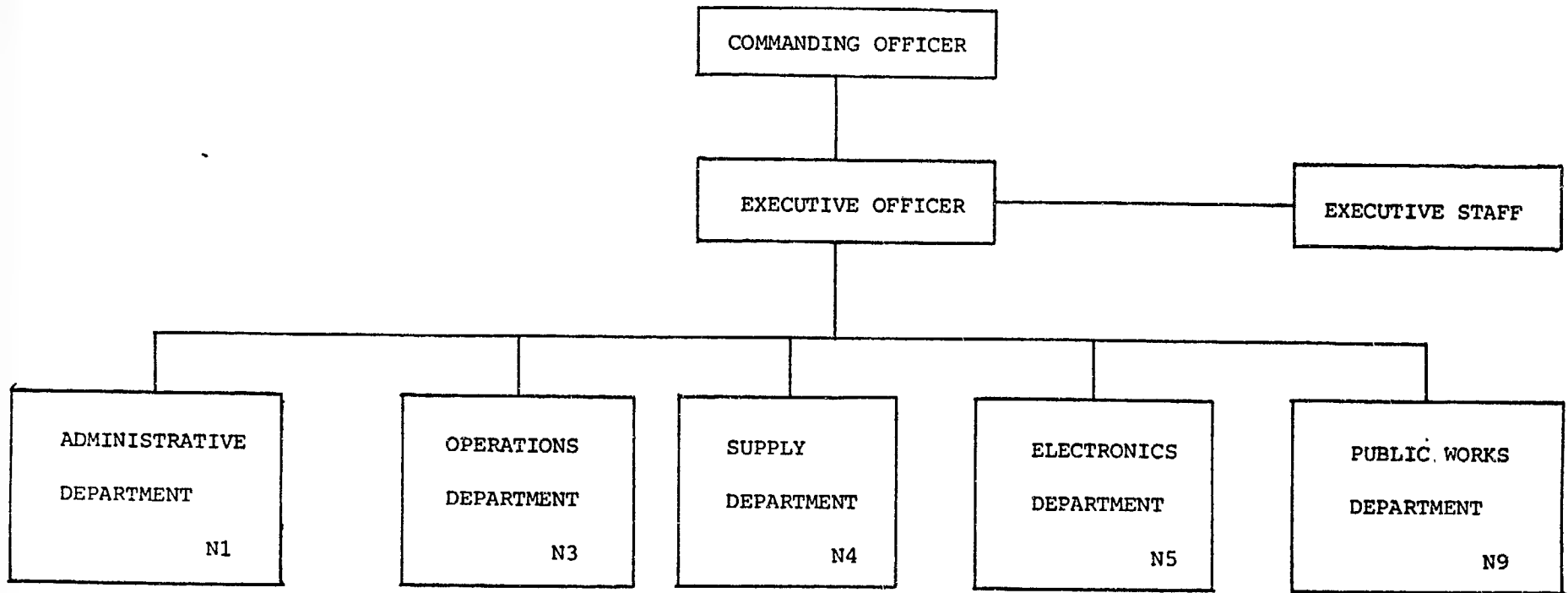
All Hands - All E6 and below except those needed on watch.

(3) Individuals assigned to a working party shall report to the supervisor in charge of the project at the time and place designated.

APPENDIX A

COMMAND ORGANIZATION

U.S. NAVAL FACILITY  
BERMUDA (UIC 57038)

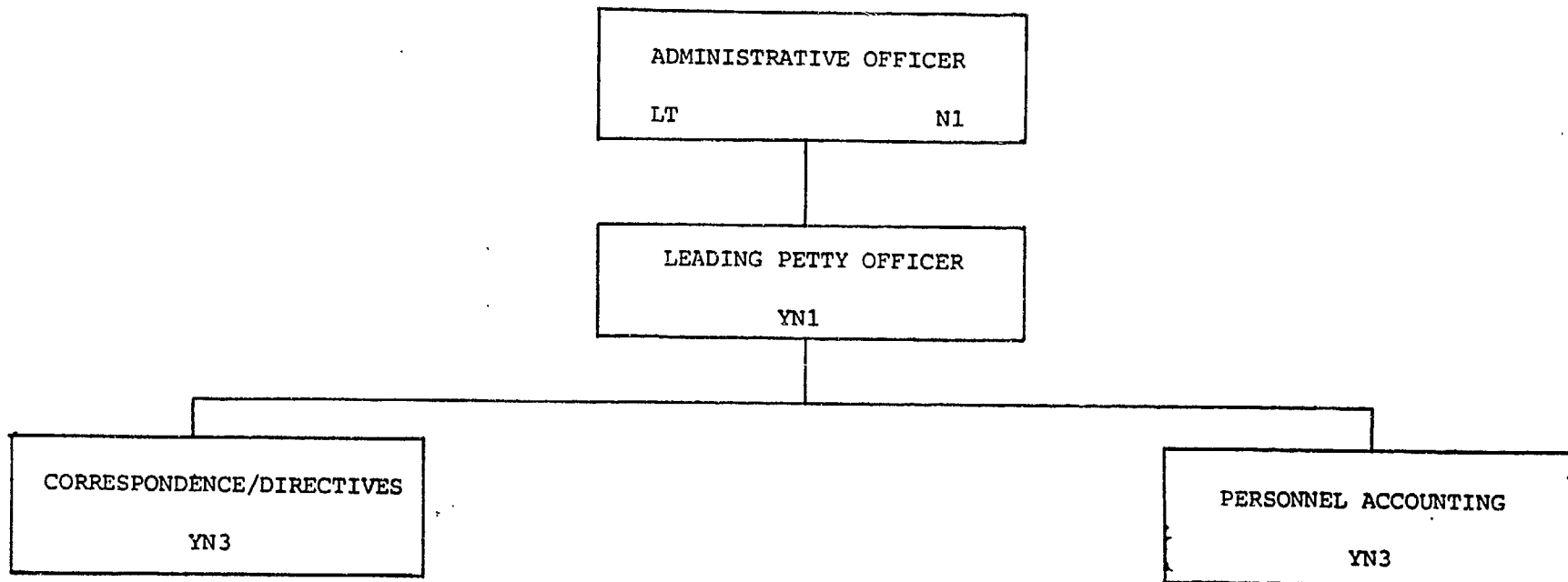


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APPENDIX A

ADMINISTRATIVE DEPARTMENT

ORGANIZATIONAL CHART



FUNCTIONAL STATEMENT: PREPARE, REVIEW AND SCREEN ALL CORRESPONDENCE AND DIRECTIVES ROUTED TO EXECUTIVE AND COMMANDING OFFICERS. ROUTE UNCLASSIFIED MAIL. SUPERVISE THE FORWARDING OF REQUIRED REPORTS. COMMAND LIAISON FOR PSD.

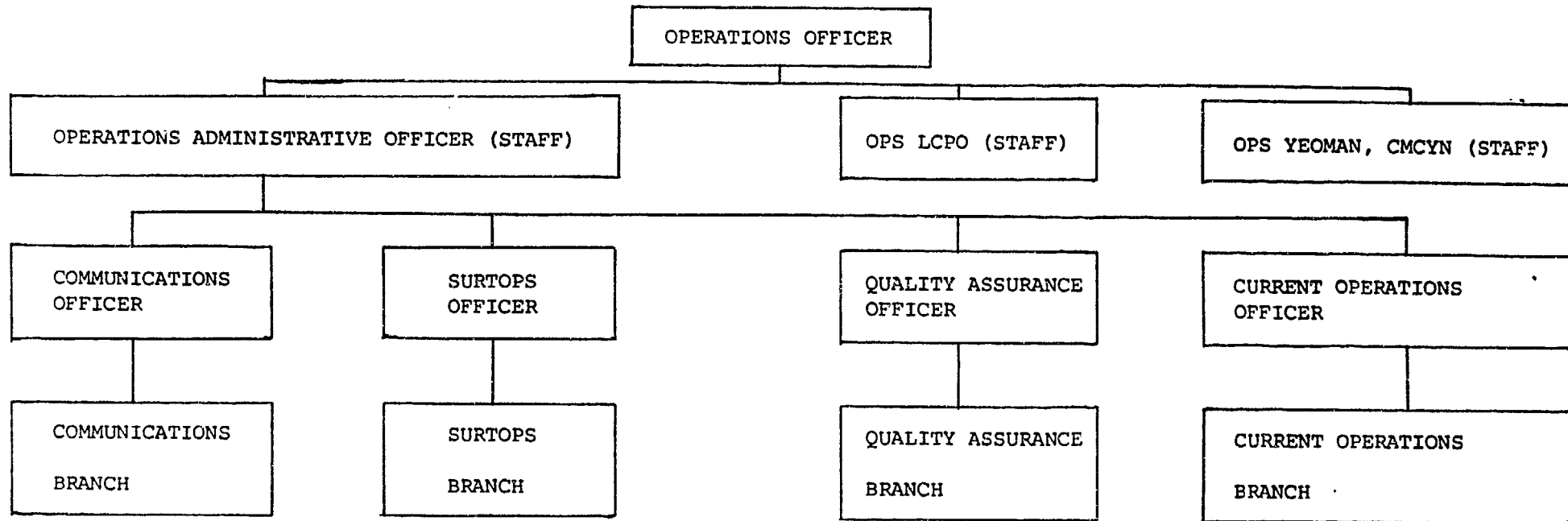
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# APPENDIX A

## OPERATIONS DEPARTMENT

### ORGANIZATIONAL CHART

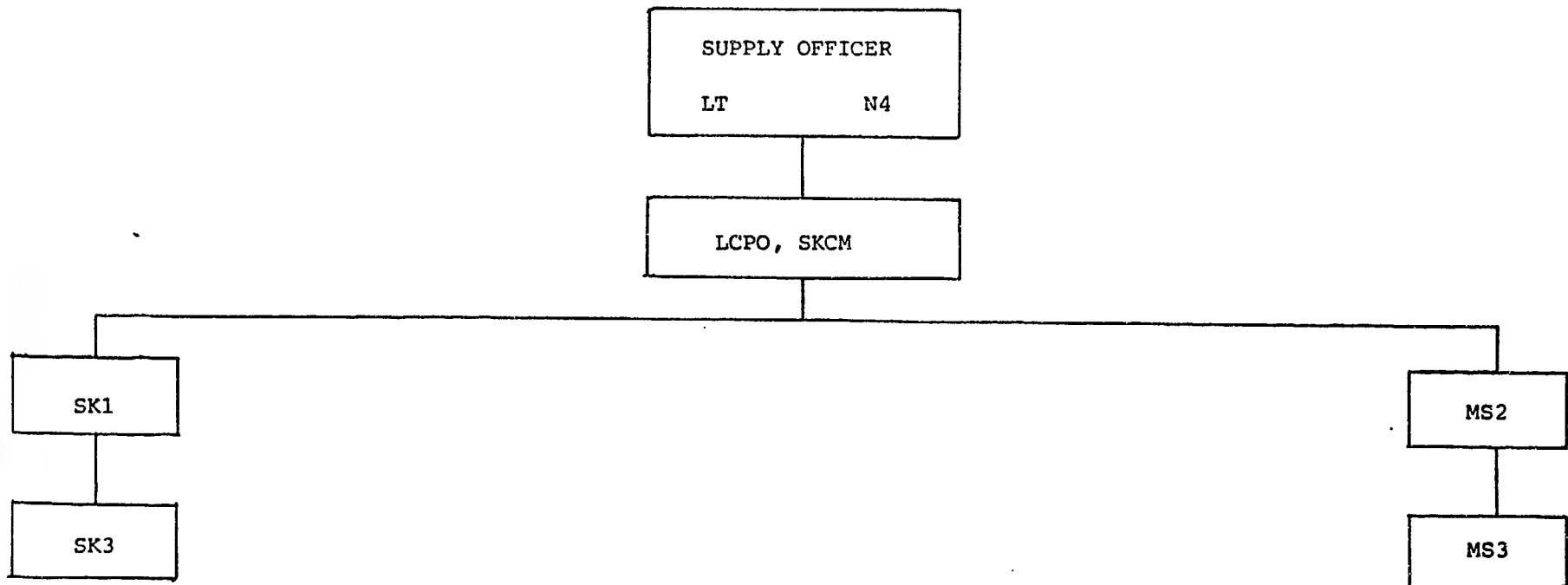


FUNCTIONAL STATEMENT: PROVIDE 24 HOUR MONITORING OF OCEAN CONDITIONS; SUBMITTING RAW DATA TO COMOCEANSYSLANT FOR EVALUATION AND PROMULGATION TO HIGHER AUTHORITY. PROVIDE QUALITY ASSURANCE CONTROL OF ALL OPERATIONAL TECHNIQUES AND END PRODUCTS WHICH ARE SUBMITTED TO COMOCEANSYSLANT. PROVIDES ALL FORMAL SURTOPS TRAINING, QUALIFICATIONS, TESTING AND OPERATIONAL DRILLS FOR ALL OCEANSYSTEMS TECHNICIAN (ANALYST) PERSONNEL. PROVIDES TELECOMMUNICATIONS FACILITIES FOR THE ENTIRE COMMAND. PROVIDES ADMINISTRATIVE, OPERATIONAL AND FISCAL DIRECTION TO THE OPERATIONS DEPARTMENT.

APPENDIX A

SUPPLY DEPARTMENT

ORGANIZATIONAL CHART

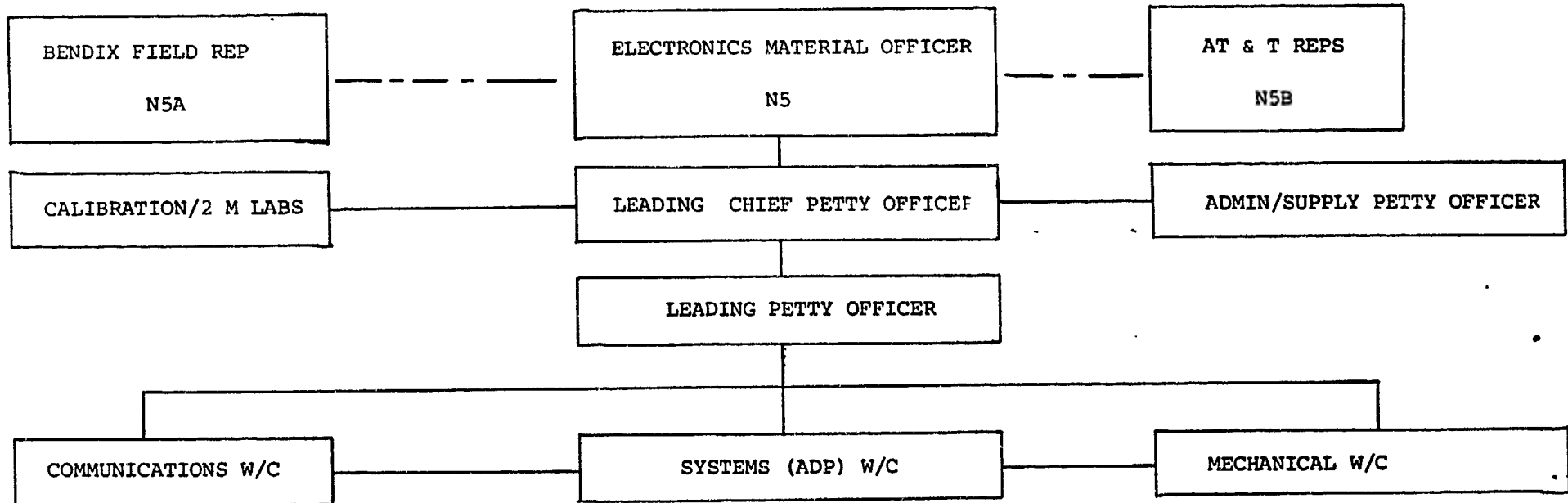


FUNCTIONAL STATEMENT: PROVIDE SUPPLY AND ADMINISTRATIVE CONTROL, PROCURE, RECEIVE, AND ACCOUNT FOR, STORE, ISSUE, CONTROL MATERIAL, AND PERFORM ANCILLARY SERVICES. PROVIDE MISSION AREA SUPPORT SERVICES; PROVIDE INVENTORY CONTROL SERVICES; PROVIDE MATERIAL HANDLING SERVICES; AND TAD TO ANNEX GALLEY.

APPENDIX A

ELECTRONICS MATERIAL DEPARTMENT

ORGANIZATIONAL CHART

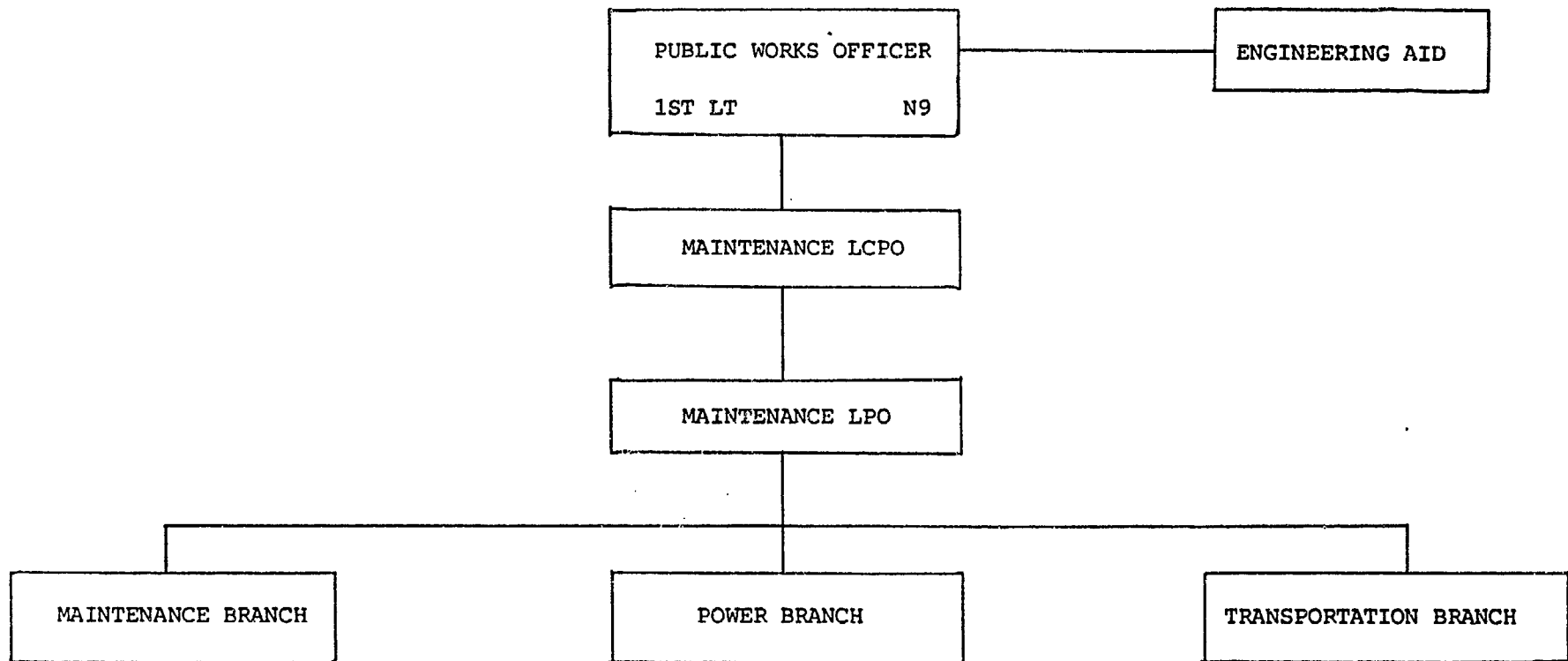


FUNCTIONAL STATEMENT: RESPONSIBLE FOR THE PROPER OPERATION, MATERIAL CONDITION, CORRECTIVE AND PREVENTIVE MAINTENANCE ON ALL INSTALLED ELECTRONICS SYSTEMS/EQUIPMENT.

APPENDIX A

PUBLIC WORKS DEPARTMENT

ORGANIZATIONAL CHART



FUNCTIONAL STATEMENT: RESPONSIBLE FOR MAINTAINING CONSTANT ELECTRICAL POWER AND AIR CONDITIONING TO THE COMMAND. MAINTAIN ALL VEHICLES, ALL STRUCTURES TO ENSURE A HIGH DEGREE OF READINESS, ALL SECURITY LOCKS AND FENCING TO PROTECT THE COMPOUND, ALL FIRE EQUIPMENT AND RELATED PUMPING SYSTEMS.



APPENDIX B

STANDARD DAILY ROUTINE

0725 Bus at 300 housing, then BEQ 1439 for pick-ups.

0725 Department Heads and Senior Enlisted Advisor meet with the Executive Officer.

0740 Bus arrives at NAVFAC.

0745 Muster on station; all Department/Division Quarters commence. Liberty expires for all hands except watchstanders.

Command Quarters held on Friday's in front of NAVFAC.

0800 Morning colors. Turn to.

1130 Knock off morning work.

1135 Bus departs NAVFAC for Annex Galley and necessary stops.

1225 Bus departs Annex Galley and necessary pick-up points for NAVFAC.

1230 Bus arrives at NAVFAC.

1235 Turn to.

1600 Secure; liberty commences for all hands except watchstanders.

1605 Bus departs NAVFAC for BEQ 1439 and 300 housing.

SUNSET Evening Colors.

APPENDIX C

ROUTING CODES

CODES

BILLET

00	COMMANDING OFFICER
01	EXECUTIVE OFFICER
01A	COMMAND SERVICES OFFICER
011	SENIOR ENLISTED ADVISOR
012	SECURITY MANAGER
013	COMMAND CAREER COUNSELOR
014	CHIEF MASTER AT ARMS
015	SAFETY OFFICER
016	SENIOR WATCH OFFICER
017	PUBLIC AFFAIRS OFFICER
018	EQUAL OPPORTUNITY OFFICER
019	3-M COORDINATOR
020	COMMAND TRAINING COORDINATOR
021	EDUCATIONAL SERVICES OFFICER
022	SHOROC/SHORSTAMPS COORDINATOR
023	ADP SECURITY OFFICER
N1	ADMINISTRATIVE OFFICER
N11	ADMINISTRATIVE LPO
N3	OPERATIONS OFFICER
N3A	OPERATIONS ADMINISTRATION OFFICER
N3B	OPERATIONS DEPARTMENT LCPO
N31	CURRENT OPERATIONS OFFICER
N31A	OPERATIONS WATCH OFFICER I
N31B	OPERATIONS WATCH OFFICER II
N31C	OPERATIONS WATCH OFFICER III
N31D	OPERATIONS WATCH OFFICER IV
N32	COMMUNICATIONS OFFICER
N321	COMMUNICATIONS LCPO
N33	QUALITY ASSURANCE OFFICER
N331	QUALITY ASSURANCE LCPO
N37	OPERATIONS TRAINING OFFICER
N371	OPERATIONS TRAINING LCPO
N4	SUPPLY OFFICER
N41	SUPPLY LCPO
N5	ELECTRONICS OFFICER
N51	ELECTRONICS LCPO
N9	PUBLIC WORKS OFFICER
N91	PUBLIC WORKS LCPO

APPENDIX D

ZONE ONE - ADMINISTRATIVE DEPARTMENT

<u>BUILDING</u>	<u>ROOM</u>	<u>SPACE</u>	<u>RESPONSIBILITY</u>
21	132	ADMIN OFFICE	ADMIN LPO
21	131	ADMIN OFFICER'S OFFICE	ADMIN LPO
21	140	ADMIN PASSAGE	ADMIN LPO
21	146A	CHIEF MASTER-AT-ARMS	ADMIN LPO
21	146A	VIP OFFICE	ADMIN LPO
21	138	MAIL ROOM	ADMIN LPO
21	134	COMMAND MASTER CHIEF	ADMIN LPO
21	133	COMMANDING OFFICER	ADMIN LPO
21	135	EXECUTIVE OFFICER	ADMIN LPO
21	137	COMMAND CAREER COUNSELOR	ADMIN LPO

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APPENDIX D

ZONE TWO - SUPPLY DEPARTMENT

<u>BUILDING</u>	<u>ROOM</u>	<u>SPACE</u>	<u>RESPONSIBILITY</u>
21	G-2	"B" STOREROOM	SUPPLY LCPO
21	124	"D" STOREROOM	SUPPLY LCPO
21	111	"A" STOREROOM	SUPPLY LCPO
21	110	SUPPLY OFFICE	SUPPLY LCPO
21	109	CONSUMABLES STOREROOM	SUPPLY LCPO

APPENDIX D

ZONE THREE - PUBLIC WORKS DEPARTMENT

<u>BUILDING</u>	<u>ROOM</u>	<u>SPACE</u>	<u>RESPONSIBILITY</u>
21	S16	ALLEYWAY	LEADING EN
21	118	MAIN AIRCON	LEADING UT
21	119	ENGINEERING HEAD	LEADING EN
21	120	ENGINEERING BUNKROOM	LEADING EN
21	123	ENGINEERING OFFICE	LEADING EN
21		ELEVATOR EQUIPMENT ROOM	PW LPO
21		CANTEEN	PW LPO
21		CENTRAL TOOL ISSUE ROOM	TOOL ROOM PO
21		MECHANICAL ROOM	LEADING UT
21		QUARTERDECK	1ST LT
21	136	COMMAND WAITING ROOM	1ST LT
21	152	CONFERENCE ROOM	1ST LT
21	148	MEN'S HEAD	1ST LT
21	149	GEARLOCKER	1ST LT
21	150	WOMEN'S HEAD	1ST LT
21	144	COMMAND STORE ROOM	1ST LT
21		BREEZEWAY	1ST LT
21	106	COMMANDING TRAINING	1ST LT
21	S-13	PUMP ROOM	LEADING UT
21	G-3	ENGINEER PASSAGEWAY	LEADING EN
21	G-1	ENGINEERING ROOM	LEADING EN
22	G-5	ENGINEERING WORKSHOP	LEADING EN

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72		VEHICLE SHACK	1ST LT
6	S-1	PW LOUNGE	LEADING BU
6	S-2	CARPENTER SHOP	LEADING BU
6	S-3	UT SHOP	LEADING UT
6	S-4	TOOL ROOM	LEADING BU
6	S-5	WASHER ROOM	LEADING BU
56		EQUIPMENT REPAIR ROOM	LEADING EO
71		FLAMMABLE STOWAGE	LEADING BU
57		ELECTRICAL SHOP	LEADING CE
58		ELECTRICAL STOWAGE	LEADING CE
59		PUBLIC WORKS OFFICE	PW LPO
60		PUBLIC WORKS STOWAGE	LEADING CE
61		VEHICLE STOWAGE	PW LPO
T-4	S-11	CATCHMENT PUMP HOUSE	LEADING UT
T-4	S-9	GROUNDS	PW LPO

ZONE FOUR - OPERATIONS DEPARTMENT

<u>BUILDING</u>	<u>ROOM</u>	<u>SPACE</u>	<u>RESPONSIBILITY</u>
21	201	OPS OFFICE GEAR LOCKER	OPS MAINT/ SUPPLY PO
21	202	DISPLAY ROOM	CURRENT OPS LPO
21	204	RED COMM	COMM LPO
21	205	COMM OFFICE	COMM LPO
21	206	COMM	COMM LPO
21	207	DISPLAY ROOM PASSAGEWAY	CURRENT OPS LPO
21	208	CURRENT OPS OFFICE	CURRENT OPS LPO
21	209	CMC/YN OFFICE	CMC/YN
21	210	DISPLAY PASSAGEWAY	CURRENT OPS LPO
21	212	QUALITY ASSURANCE	QA LPO
21	213	QUALITY ASSURANCE OFF	QA LPO
21	214	TRAINING ROOM	SURTOPS LPO
21	215	ASST OPS OFFICE	CURRENT OPS LPO
21	218	OPERATIONS OFFICE	CURRENT OPS LPO
21	202A	SURTOPS OFFICE	SURTOPS LPO
21		COFFEE MESS	CURRENT OPS LPO
21		LADDER	CURRENT OPS LPO
21		LADDER PASSAGEWAY	CURRENT OPS LPO
21		LADDER ENTRANCEWAY	CURRENT OPS LPO
21		FIRE ESCAPE	CURRENT OPS LPO
21		VOID AREA	CURRENT OPS LPO
21	216	WOMEN'S HEAD	CURRENT OPS LPO
21	217	MEN'S HEAD	CURRENT OPS LPO

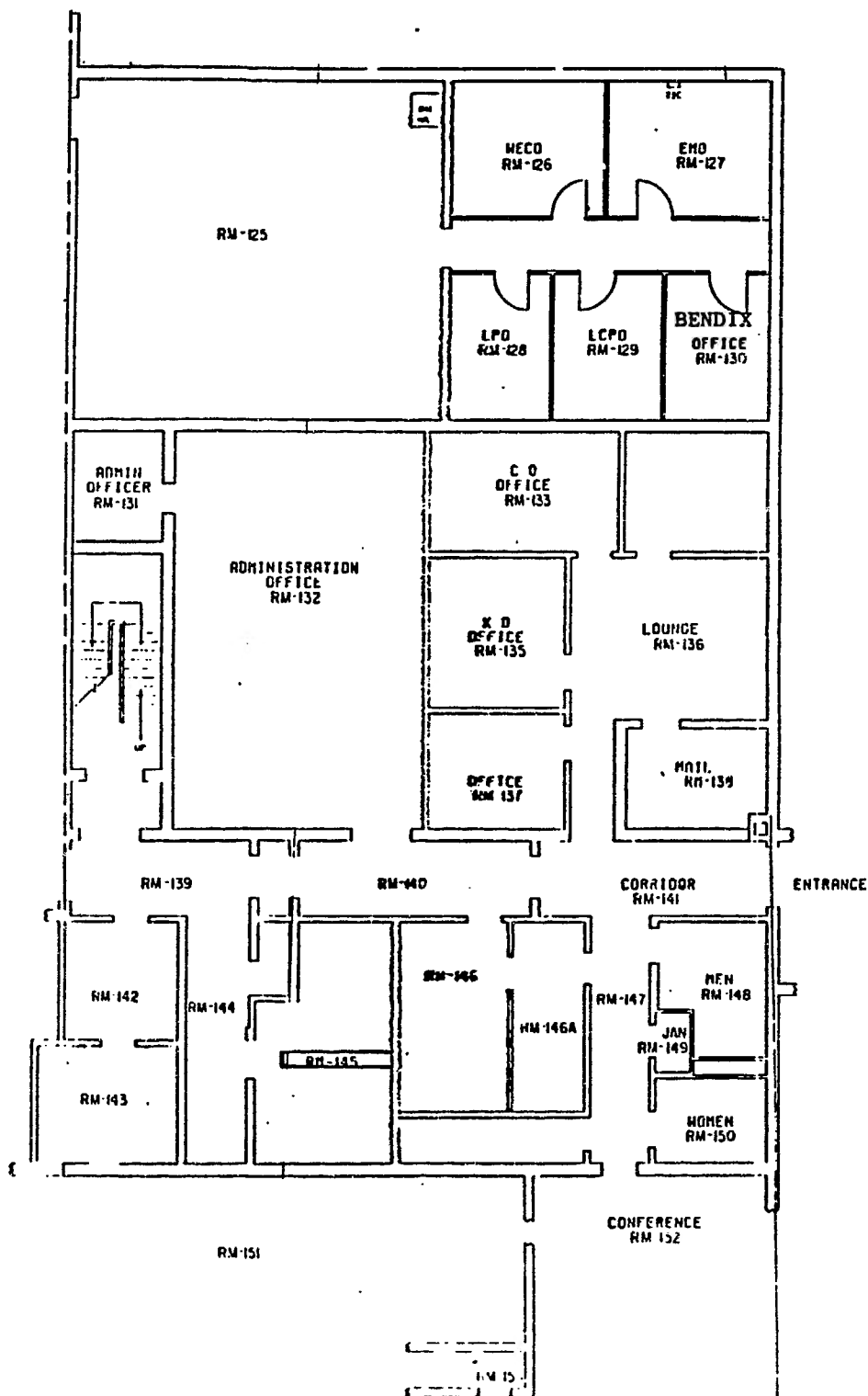
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ZONE FOUR - ELECTRONICS DEPARTMENT

<u>BUILDING</u>	<u>ROOM</u>	<u>SPACE</u>	<u>RESPONSIBILITY</u>
21	127	EMO OFFICE	BGBF WC SUP
21	126	WECO OFFICE	BGBF WC SUP
21	129	ELECTRONICS LCPO	BGBF WC SUP
21	128	ELECTRONICS LPO	BGBF WC SUP
21	130	BENDIX OFFICE	BGBF WC SUP
21	125	TRAINING/SUPPLY OFF	BGBF WC SUP
21	104	EQUIPMENT ROOM	BGBF WC SUP
21	108A	EQUIPMENT ROOM	BGBF WC SUP
21	108	EQUIPMENT ROOM PASSAGEWAY	BGBF WC SUP
21	107	ELECTRONICS BUNKROOM	ELECTRONICS LPO
21	102	VACUUM ROOM	BHBG WC SUP
21	116	CALIBRATION LAB	BHAA WC SUP
21	117	INACTIVE EQUIPMENT	BHAA WC SUP
21	113	2M LABORATORY	2M TECHNICIANS
21	112	VAULT PASSAGE	BGBF WC SUP
21	118	WEAPONS	CMAA/PHY SEC
21	115	ELEVATOR PASSAGEWAY	BHAA WC SUP
21	103	CABLE VAULT	BHBG WC SUP
21	105	SVM TEST CENTER	BGBF WC SUP
21	145	HEAD'S	ELECTRONICS LPO
21	145A	GEAR LOCKER	ELECTRONICS LPO
21	203	BLACK COMM	BHBG WC SUP
21	211	SDR REPAIR	BHBF WC SUP
25	S-14	GUARD SHACK	SECURITY LPO



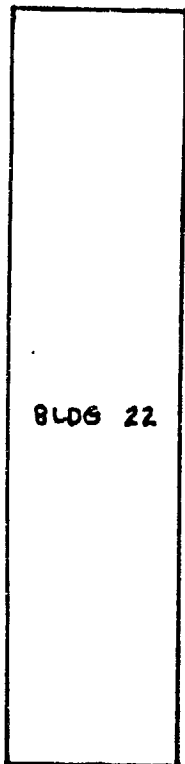
APPENDIX D



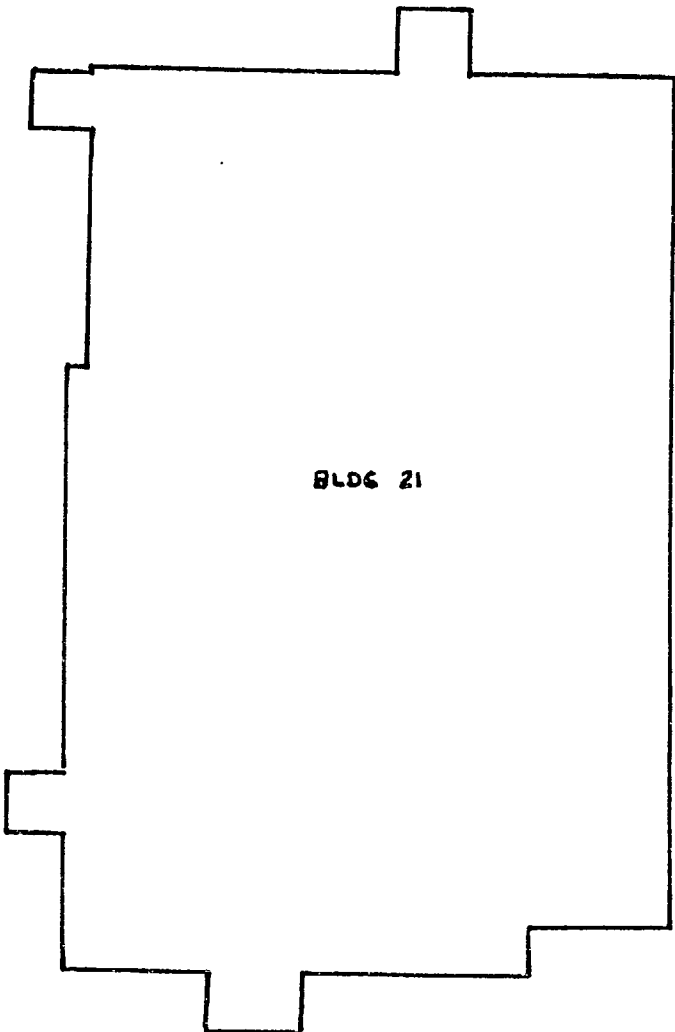




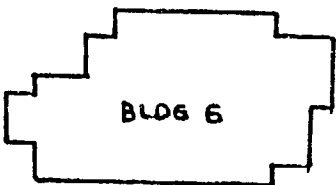
Guard Shack



BLDG 22



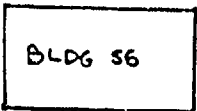
BLDG 21



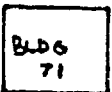
BLDG 6



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BLDG 56



BLDG  
71